

Bylaws of the Adventist Event Planners Association (AEPA)

Article I - General

Section A. The name of the Association is Adventist Event Planners. (hereinafter referred to as the "AEPA"). This Association is sponsored by, and is under the direction and control of the North American Division of the Seventh-day Adventist Church.

Section B. The fiscal year of AEPA shall begin on the first day of January and end the last day of December next succeeding. Clarification on how this applies to terms of office see Article V – Section A Terms of Office.

Section C. All meetings will be conducted under Robert's Rules of Order.

Article II - Purpose

1. To provide networking opportunities for Seventh-day Adventist event planners.
2. To provide a forum for the sharing of event planning information, sharing experiences, ideas and trends in Adventist meeting planning.
3. Compile data and develop research information from Adventist meetings that would better leverage resources.
4. Organize professional growth and certification opportunities.
5. To develop relationships between the Seventh-day Adventist Church and the hotel/ event planning industries.
6. To organize a yearly calendar of events for all Adventist meetings.
7. To assist the North American Division, General Conference of the Seventh-day Adventist Church in developing a standardized basic contract template for hotel negotiations.
8. To serve as a resource for all Adventist event planners.

Article III – Membership

Membership of the Organization is governed by the Bylaws of the Organization. There will be two classifications of membership, voting and non-voting.

Section A. Voting Members

Voting Members of the Organization shall be members of the Seventh-day Adventist Church in good standing.

1. **Planner**—Anyone (SDA) currently involved in event planning.

Section B. Non-voting Members

1. **Partner** - Service Providers who are familiar with Seventh-day Adventists and want to join their efforts in advancing the ideals of the organization.
2. **Vendor** - Anyone providing services to event planners.

Section C. AEPA membership shall be determined by the Board of Directors in accordance with the provision of the bylaws of AEPA.

Section D. The membership meeting shall be held at least once a year.

Section E. All voting members of AEPA have equal voting rights of one vote per member. 10% of the membership must be present to constitute a quorum.

Section F. Membership must be renewed annually.

Section G. Any member may be removed from membership by a two-thirds vote of the Board of Directors.

Section H. Members shall agree to pay annual dues which will be used for the purpose of supporting the activities of AEPA.

Section I. The Board of Directors at an annual meeting shall vote on the dues and fees where applicable.

Article IV – Board of Directors

Section A. The Board of Directors shall serve as the governing body of AEPA. It shall exercise general administration over all matters pertaining to AEPA. The Board shall have seven (7) voting members, who shall be elected in the manner prescribed by Article V, Section A.

Section B. The Board shall consist of a Director, Associate Director, Recording Secretary, Communication Director, Membership Director, Treasurer, and a North American Division Representative.

Section C. The Advisory counsel consist of North American Division Presidential Representative, Immediate Past President, and Legal Counsel.

Section D. The **Director** shall be responsible for the general administration of the AEPA and shall provide a semi-annual progress report to the NAD representative who will submit it to the NAD Presidential Office. As Director, they shall preside as Chair at all board meetings of AEPA and be responsible for spearheading the planning of AEPA meetings and conferences as well as

overseeing the implementation of actions voted by the membership. As Director, they shall research and communicate opportunities on behalf of growth and advancement of AEPA to Directors for approval and implementation. They shall represent the organization where necessary and as assigned by the NAD Presidential Office with the purpose of initiating and enhancing relationships between hospitality vendors and the organization. In addition, the Director will work closely with the Director of Communication reassuring that branding and reputation of AEPA is consistent and not compromised. In regards to the election of board members, the Director, along with the Associate Director, shall interview the candidates recommended by the board.

Section E. The **Associate Director** shall perform such duties as may be assigned by the Director. In the absence, nonperformance, or disability of the Director, the Associate Director may exercise the authority to perform the duties of the Director. The Associate Director is the vice-chair of the AEPA board and will have oversight of the nominating, constitution and bylaws committees. This person shall act as Parliamentarian during all AEPA meetings and is responsible for interpreting and handling constitutional and organizational issues that may arise. Furthermore, the Associate Director shall work closely with the Director of Membership in regards to recruitment and retention campaigns.

Section F. The **Recording Secretary** shall prepare and distribute, in a timely and accurate manner, the minutes of all AEPA related meetings and shall also perform such other record keeping related duties and tasks as directed by the Board of Directors.

Section G. The **Director of Communication**, working closely with the Director, shall be responsible for creating and maintaining all media communication, including website maintenance, social media platforms, as well as, assisting the Director with executing marketing and PR campaigns as they relate to the areas of communication. Furthermore, they shall advise and/or assist other Board Members with other communication related ad hoc assignments.

Section H. The **Director of Membership** working closely with the Associate Director, will be responsible for training, recruitment and retention of members as well as develop and implement ongoing membership recruitment campaigns. Duties will include managing the membership database, holding board members accountable for meeting their recruitment goals as set by the board, and encouraging existing members to become active by joining a committee and participating in the AEPA's year round activities. In addition, they shall address all membership issues and escalate them when necessary.

Section I. The **Treasurer**, working closely with the North American Division Representative, shall manage the financial accounts and records for AEPA as well as provide accurate, quarterly financial reports at meetings. In addition, they will perform related tasks as assigned by the Board.

Section J. The **North American Division Representative (NADR)** shall be appointed by the North American Division (NAD) administration to serve as liaison on its behalf, including IT, legal and fiduciary responsibilities relating to activities of AEPA. They shall keep Board Members up-to-date with NAD information that may affect AEPA. Furthermore, they will be responsible for facilitating all NAD in-house functions such as shipping equipment stored at NAD headquarters.

Section K. The **North American Division Presidential Representative (Advisor)** shall serve as the liaison between AEPA and the NAD Presidential.

Section L. The **Immediate Former Director (Advisor)** shall serve as an advisory to the board. This person shall also serve as a knowledge base of historical data within the AEPA. This person shall attend meetings whenever possible. The term of this person is until there is a newly elected Director.

Section M. Legal Counsel (Advisor) will be appointed by the North American Division committee to serve as a consultant on all matters of legal responsibilities of AEPA.

Section N. Qualifications

This is an extraordinary opportunity for an individual who is passionate about AEPA's mission and who has a track record of leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- A member of the Seventh-day Adventist Church and in good standing with a thorough understanding of its doctrines and beliefs
- Knowledgeable in event planning or project management
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for assisting its members in efficient and excellent event planning

In addition to the above mentioned qualification, the ideal Director and Associate Director of the Board should have a minimum of 3 years, proven, event planning, effective leadership and relationship development and management in business, philanthropy, and/or the nonprofit sector.

Article V – Board Terms

Section A. All Board members shall serve a term of two years. No Director may serve more than three (3) consecutive terms in the same office.

Section B. Any Director may be removed by the Board of Directors at any time via a vote of not less than two-thirds or by the Members via a vote of not less than two-thirds at any duly called annual meeting. The Interim Director will serve until the next annual meeting.

Section C. Two-thirds of the Directors shall be necessary to constitute a quorum for the transaction of any business. The filling of vacancies for the Board of Directors requires the attendance of no less than two-thirds of all remaining Directors.

Section D. Special meetings of the Directors may be called by the Director of AEPA or by a majority of the Directors. Notice of the time, place and purpose, of such meetings, shall be given in the same manner as for the regularly scheduled annual meeting. The transactions at such meetings shall have the same authority as those of the annual meeting.

Article VI –Committees

Section A. The Director shall designate three (3) or more persons (a majority of whom shall be voting members of the AEPA) to constitute a Nominating Committee. Any current member of AEPA may be nominated for office by any other member. The Recording Secretary shall announce the names of the nominating committee in writing and call for nominations to be submitted in writing to the committee at least sixty (60) days prior to each election year/annual meeting. Members must submit nominations thirty (30) days prior to the annual meeting.

Section B. The Nominating Committee shall evaluate the leadership strengths and forecast the leadership needs of AEPA. They shall develop rosters of qualified candidates for Director positions, subject to solicitation of the Membership, to be distributed to all members not less than ten (10) days in advance of the election year/annual meeting.

The ballot shall include appropriate background information on each name. No member shall be submitted as a candidate unless the Nominating Committee has verified their willingness to have their name placed before the membership. If more than two persons have been nominated for any office, the Nominating Committee shall narrow the ballot to two names. If fewer than two qualified and willing persons have been nominated for any office, the Nominating Committee may nominate additional members up to a total of no more than two candidates per office.

At the annual meeting, the Nominating Committee shall present such slate of nominees to the voting members for a vote. No additional nominations will be accepted during the annual meeting.

Section C. The Board of Directors may establish such other committees and define their powers and authority as it shall from time to time deem to be appropriate.

Article VII –Finances

Section A. The Directors shall adopt an annual operating budget covering all activities of AEPA for each fiscal year prior to the beginning of such year.

Section B. All finances shall be the responsibility of the Board of Directors, with the Director having purchasing power not to exceed \$500 per procurement on behalf of AEPA, subject to the supervision of North American Division administration.

Section C. A current financial report shall be made available at each Board of Directors and annual meeting by the Treasurer.

Section D. Funds on behalf of AEPA would be held at the North American Division office.

Article VIII –Amendments

These bylaws may be amended and/or revised at any annual or special meeting, by a two-thirds vote. The members of AEPA must be advised thirty (30) days in advance of such a meeting and of the proposed amendments.

Article VIII – Dissolution

In the event of dissolution of AEPA, all net assets will belong to the North American Division, in its discretion, for the purpose consistent with the overall purpose identified in article II.

AEPA Mission Statement

Adventist Event Planners Association is a faith-based organization focused on providing excellent resources for Seventh-day Adventist event planners. Support for planners is available through networking, shared results of experience, professional growth, encouragement and resources.

Code of Ethics

1. We shall strive for high standards of professionalism, proficiency, and knowledge concerning event planning.
2. We shall avoid a conflict of interest or even the appearance of a conflict of interest in all dealings.
3. We shall strive to protect and enhance the integrity and best practices of event planning.
4. We shall continue to enhance our professional development through education, certification, and shared results of experience.
5. We shall not be involved in conduct that we know to be illegal or immoral.
6. We shall not seek gifts or favors that would impact objectivity as an advisor or decision maker in the planning process.
7. We shall carefully maintain private information regarding events and protect it as our own.
8. We shall uphold the standards of the Seventh-day Adventist Church in all business and event dealings.
9. We shall not accept undisclosed commissions, the selection of event venues based on personal loyalty points, FAM trip scamming, and other such industry infractions.
10. We shall operate with fairness and respect toward employers, clients, competitors, peers,

vendors, and the general public.