

CONSTITUTION AND BYLAWS OF THE  
PACIFIC GHANAIAN ADVENTIST FELLOWSHIP  
(PaGAF)

Revised: July 2023

# CONSTITUTION OF THE PACIFIC GHANAIAN ADVENTIST FELLOWSHIP (PaGAF)

## ARTICLE I [NAME]

The name of the Fellowship shall be the Pacific Ghanaian Adventist Fellowship (hereinafter, Fellowship). The Fellowship may be referred to by the acronym PaGAF.

## ARTICLE II [MISSION AND VISION]

SECTION 1: The Mission of PaGAF is to facilitate the proclamation of the everlasting gospel in the context of the Three Angels' Messages of Revelation 14:6-12 to all people in the Pacific region of North America, with special emphasis on people and communities of Ghanaian origin or nationality.

SECTION 2: The Vision of PaGAF is to empower the churches, groups, and individual members of the Fellowship, through various biblical, educational, and socio-economic programs to positively impact their personal and spiritual growth.

## ARTICLE III [RELATIONSHIPS]

The Fellowship shall subscribe to the mission and governance of the North American Division of Seventh-day Adventists.

## ARTICLE IV [TERRITORY]

The territory of the Fellowship shall consist of the western states of the United States and the western provinces of Canada.

## ARTICLE V [MEMBERSHIP]

SECTION 1: PaGAF shall have one level of membership, with all the rights, privileges, and responsibilities.

SECTION 2: The membership of the Fellowship shall consist of:

- a. Such local churches, companies, groups, fellowships, etc. as have been or shall be organized as a Ghanaian congregation in any part of the geographic territory, as set forth in Article IV, and formally approved for membership by the application process outlined in the bylaws of the Fellowship.

- b. Individuals of Ghanaian origin or nationality or affiliation by marriage but independent of a Ghanaian congregation and are members of a Seventh-day Adventist church, and in good standing.
- c. All Seventh-day Adventists who desire to support the mission and vision of PaGAF.

#### ARTICLE VI [BYLAWS]

The Fellowship may enact, amend, or repeal the bylaws of PaGAF.

#### ARTICLE VII [DISSOLUTION AND DISPOSITION OF ASSETS]

SECTION 1: The Fellowship may be dissolved only by:

- a. a two-thirds majority vote of the House of Delegates specifically called for that purpose, and
- b. confirmed by two-thirds of the general membership, present and voting at a regularly scheduled annual Fellowship general meeting.

SECTION 2: Upon the dissolution of the organization, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or be distributed to the federal government, or to state or local government, for a public purpose.

#### ARTICLE VIII [AMENDMENTS]

SECTION 1: The Fellowship shall amend the Constitution from time to time, as needed.

SECTION 2: The Executive Committee may propose amendments, revisions, or repeals to sections of the Constitution.

SECTION 3: The Executive Committee may entertain proposals for such amendments from congregations, groups, and individual members of the Fellowship.

SECTION 4: Any amendments, revisions, or repeals to any section of the Constitution shall be:

- a. publicized in a timely manner, and
- b. approved by a two-thirds majority vote of the House of Delegates in a meeting specifically called for that purpose, and
- c. confirmed by two-thirds of the general membership, present and voting at the annual general meeting of the Fellowship.

## BYLAWS OF THE PACIFIC GHANAIAN ADVENTIST FELLOWSHIP (PaGAF)

### ARTICLE I [PRINCIPAL OFFICE]

The principal office for the transaction of the business of the Fellowship shall be the official address of the sitting President of the Fellowship. The Executive Committee, as defined in Article V below, may in an emergency change the location of the principal office on a temporary basis.

### ARTICLE II [COMPONENT MEETINGS]

#### SECTION 1: Annual General Meeting

- a. The Fellowship shall have a regularly scheduled annual retreat for the membership.
- b. The Executive Committee shall select the date and place for the retreat and give timely notice to members of the Fellowship.
- c. The Executive Committee shall be responsible for promoting the annual retreat. The Executive Committee shall also be responsible for organizing and coordinating the events and programs of the annual retreat.
- d. The Executive Committee shall present an annual report on the state of the Fellowship at the business session of the annual general meeting for the acceptance and approval of the membership. The annual report shall discuss the finances, membership, projects, evangelism programs, and other pertinent topics.

#### SECTION 2: Leadership Meetings

- a. The House of Delegates, as defined in Article III of the bylaws, shall have a Leadership meeting at least once a year.
- b. The Leadership meetings shall be called by the Executive Committee
- c. A simple majority of the House of Delegates shall constitute a quorum for meetings.
- d. Delegates eligible to vote must be present to vote. There shall be no voting by proxy.

#### SECTION 3: Other Fellowship Meetings

The Executive Committee may call other Fellowship meetings as may be necessary.

### ARTICLE III [HOUSE OF DELEGATES]

#### SECTION 1: Representation

The House of Delegates shall comprise of representatives as defined in Section 2 of Article III

## SECTION 2: Composition of House of Delegates

- a. Each local Ghanaian congregation shall be entitled to the following representation:
  - i. Up to 25 members gets 1 delegate
  - ii. 26 to 75 members gets 2 delegates
  - iii. More than 75 members gets 3 delegates
- b. Each congregation shall report its total membership to the PaGAF Secretary by January 7 of every year.
- c. The delegates shall be chosen by their respective congregations. At least one of the delegates shall be the first elder. In the absence of the first elder one of the other elders shall take his/her place.
- d. In addition, the House of Delegates shall include the following:
  - i. The members of the Executive Committee
  - ii. The executive members of the General Conference, North American Division, or the local Conference operating within the geographic territory of the Fellowship
  - iii. The Executive Committee shall elect one delegate to represent members not affiliated with any PaGAF congregation.
  - iv. The immediate past President and Vice President of PaGAF.
  - v. All Pastors and Bible Workers who are officially currently serving any of the member congregations.

## SECTION 3: Voting Privileges

Voting privileges at the House of Delegates shall be limited to the following:

- a. Delegates of the member congregations
- b. The current President and Vice President of PaGAF
- c. The immediate past President and Vice President of PaGAF
- d. The one delegate selected by the Executive Committee to represent members not affiliated with any PaGAF congregation.
- e. All Pastors and Bible Workers who are officially currently serving any of the member congregations. If a congregation has more than one Pastor or Bible Worker the vote shall be exercised by the Head Pastor or senior Bible Worker as applicable.

## ARTICLE IV [OFFICERS]

SECTION 1: The Officers of PaGAF shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Associate Secretary

- e. Treasurer
- f. Associate Treasurer
- g. Ministerial Secretary
- h. Youth Representative
- i. Associate Youth Representative (2 positions)
- j. Evangelism Coordinator
- k. Associate Evangelism Coordinator
- l. Children's Ministry Coordinator
- m. Associate Children's Ministry Coordinator (2 positions)
- n. Music Director
- o. Associate Music Director (2 positions)
- p. Women's Ministry Coordinator
- q. Associate Women's Ministry Coordinator (2 positions)
- r. Men's Ministry Coordinator
- s. Associate Men's Ministry Coordinator
- t. Media and Communications Director
- u. Associate Media and Communications Director

#### SECTION 2: Term of Office

- a. All officers shall be active members of the Seventh-day Adventist Church in good and regular standing.
- b. The term of office of an elected officer shall be two years.
- c. The elected officers shall serve not more than two consecutive terms.
- d. No person who has served two consecutive terms in an office shall be nominated to serve in the same position for a third consecutive term but may be eligible to be nominated to serve in a different office.
- e. A person who has served two consecutive terms may be nominated for the same office after a break of time in that office.

#### SECTION 3: Duties of Officers

- a. It is the duty of these officers, in consultation with one another, to carry forward the work of the Fellowship.
- b. President
  - i. The President is the first officer and shall report to the Executive Committee.
  - ii. He/She shall act as the chairperson of the Executive Committee and serve in the general interest of the Fellowship.
  - iii. The President, on behalf of the Executive Committee, shall present to the Fellowship a report of the state of affairs of PaGAF and their plans and budget for the upcoming year.

- iv. A new president shall be required to present their budget and plans within three (3) months of assumption of office at a general Fellowship business meeting specifically called for this purpose.
    - v. The President shall be an ordained Pastor or Elder of the Seventh-day Adventist Church and a member in good and regular standing of PaGAF of not less than two years.
  - c. Vice President
    - i. He/She will act in the absence of the President.
    - ii. He/She will act at the direction of the President and executive committee.
    - iii. He/She will also assist the President in execution of his duties and responsibilities.
    - iv. The Vice President shall be an ordained Elder of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF of not less than two years.
  - d. Secretary
    - i. The Secretary is the recording officer of the Fellowship and shall report to the Executive Committee.
    - ii. He/She will work in cooperation with the President.
    - iii. The Secretary will keep the minutes of Executive Committee meetings and of general Fellowship meetings including the annual retreat.
    - iv. The Secretary shall furnish copies of these minutes to, as appropriate, members of the Executive Committee for Executive Committee meetings and for other meetings to PaGAF leadership, member congregations, and members of the Fellowship through appropriate channels.
    - v. The Secretary shall also be responsible for providing information as may be requested by the President or by the Executive Committee.
    - vi. He/She shall perform such other duties as usually pertain to the office to ensure smooth and proper communication between members.
    - vii. The Secretary shall be a member of the Seventh-day Adventist church and a member in good and regular standing of PaGAF of not less than two years.
  - e. Associate Secretary
    - i. The Associate Secretary shall assist the Secretary in the performance of his/her duties and responsibilities and will act as the secretary in his/her absence.
    - ii. Assume any other duties and responsibilities assigned by the executive committee.
    - iii. The Associate Secretary shall be a member of the Seventh-day Adventist church and a member with good and regular standing of PaGAF for not less than two years.
  - f. Treasurer
    - i. The Treasurer is the chief financial officer of the Fellowship and shall report to the Executive Committee.

- ii. The Treasurer shall provide the timely and updated financial report to the executive committee at its regular scheduled meetings and to the general Fellowship at PaGAF at Business at the annual general meeting.
  - iii. The accounting procedures used should follow the current and the accepted accounting standard by the General Conference of the Seventh-day Adventist Church.
  - iv. The Treasurer shall provide the current and any financial information as may be requested by the president and or the executive-committee.
  - v. The Treasurer shall assist the executive committee in the execution of its fiduciary responsibilities.
  - vi. The financial record as provided by the Treasurer shall be audited annually or as requested by the executive committee.
  - vii. The Treasurer shall be responsible for receiving, safeguarding, and disbursing all funds in harmony with the actions of the Executive Committee.
  - viii. The Treasurer shall be a member of the Seventh-day Adventist church and a member in good and regular standing of PaGAF for not less than two years.
- g. Associate Treasurer
- i. The Associate Treasurer shall assist the Treasurer in the performance of his/her duties and responsibilities and will act as the Treasurer in his/her absence.
  - ii. Assume any other duties and responsibilities assigned by the Executive Committee.
  - iii. The Associate treasurer shall be a member of the Seventh-day Adventist church and a member with good and regular standing of PaGAF for not less than two years.
- h. Ministerial Secretary
- i. The Ministerial Secretary is the Pastor to the President, Executive Committee, and to PaGAF at large, always working to nurture, encourage, and provide spiritual counselling to the organization.
  - ii. The Ministerial Secretary shall be an ordained Pastor of the Seventh-day Adventist church and a member with good and regular standing of PaGAF for not less than two years.
- i. Youth Representative
- i. As the primary source of information about youth ministries in PaGAF, he/she shall represent and advocate the interests of youth ministries to the Executive Committee.
  - ii. The Youth Representative shall be a member of the Seventh-day Adventist church and a member with good and regular standing of PaGAF for not less than two years.
- j. Associate Youth Representatives

- i. Assist the Youth Representative in the performance of his/her duties and responsibilities. One of the associates shall act as the Youth Representative in his/her absence.
  - i. Assume any other duties and responsibilities assigned by the Executive Committee
  - ii. An Associate Youth Representative shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- k. Evangelism Coordinator
  - i. Facilitate the implementation of PAGAF's evangelism programs.
  - ii. The Evangelism Coordinator shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- l. Associate Evangelism Coordinator
  - i. Assist the Evangelism Coordinator in the performance of his/her duties and responsibilities and act as the Evangelism Coordinator in his/her absence.
  - ii. Assume any other duties and responsibilities assigned by the Executive Committee
  - iii. The Associate Evangelism Coordinator shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- m. Children's Ministry Coordinator
  - i. Develop a well-defined vision for the Children's Ministry that works in conjunction with the overall vision and ministry of PAGAF.
  - ii. Facilitate the development of the Children's Ministry Leadership Team for member churches.
  - iii. The Children's Ministry Coordinator shall be a member of the Seventh-day Adventist church and a member with good and regular standing of PaGAF for not less than two years.
- n. Associate Children's Ministry Coordinators
  - i. Assist the Children's Ministry Coordinator in the performance of his/her duties and responsibilities. One of the associates shall act as the Children's Ministry Coordinator in his/her absence.
  - ii. Assume any other duties and responsibilities assigned by the Executive Committee
  - iii. An Associate Children's Ministry Coordinator shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- o. Music Director
  - i. Work in concert with the Executive committee to develop key music ministries.

- ii. Supervise the organization and direction of individuals/groups, such as Organists, Pianist, and singing groups.
  - iii. The Music Director shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- p. Associate Music Directors
  - i. Assist the Music Director in the performance of his/her duties and responsibilities. One of the associates shall act as the Music Director in his/her absence.
  - ii. Assume any other duties and responsibilities assigned by the Executive Committee.
  - iii. An Associate Music Director shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- q. Women's Ministry Coordinator
  - i. Lead the development of the Women's Ministry Programs which aims to connect women with one another and encourage their spiritual growth in Christ.
  - ii. Identify growth opportunities and create a vision for the ministry consistent with the mission of PaGAF.
  - iii. The Women's Ministry Coordinator shall be a member of the Seventh-day Adventist church and a member with good and regular standing of PaGAF for not less than two years.
- r. Associate Women's Ministry Coordinators
  - i. Assist the Women's Ministry Coordinator in the performance of her duties and responsibilities. One of the associates shall act as the Women's Ministry Coordinator in her absence.
  - ii. Assume any other duties and responsibilities assigned by the Executive Committee
  - iii. An Associate Women's Ministry Coordinator shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- s. Men's Ministry Coordinator
  - i. Lead the development of the Men's Coordinator Programs which aims to connect men with one another and encourage their spiritual growth in Christ.
  - ii. Identify growth opportunities and create a vision for the ministry consistent with the mission of PaGAF.
  - iii. The Men's Ministry Coordinator shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- t. Associate Men's Ministry Coordinator
  - i. Assist the Men's Ministry Coordinator in the performance of his duties and responsibilities.

- ii. Assume any other duties and responsibilities assigned by the Executive Committee.
- iii. An Associate Men's Ministry Coordinator shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- u. Media and Communications Director
  - i. Lead the development of the media and communications department in exploring how tools and technology can be utilized to propagate the gospel and assist members in their spiritual growth in Christ.
  - ii. Identify opportunities and create a vision for the ministry consistent with the mission of PaGAF.
  - iii. The Media and Communications Director shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.
- v. Associate Media and Communications Director
  - i. Assist the Media and Communications Director in the performance of his/her duties and responsibilities.
  - ii. Assume any other duties and responsibilities assigned by the Executive Committee
  - iii. The Associate Media and Communications Director shall be a member of the Seventh-day Adventist Church and a member with good and regular standing of PaGAF for not less than two years.

## ARTICLE V [EXECUTIVE COMMITTEE]

### SECTION 1: Membership

The Executive Committee shall consist of the following:

- a. President
- b. Vice President
- c. Secretary
- d. Associate Secretary
- e. Treasurer
- f. Ministerial Secretary
- g. Youth Representative
- h. Evangelism Coordinator
- i. Children's Ministry Coordinator
- j. Music Director
- k. Women's Ministry Coordinator

- l. Men's Ministry Coordinator
- m. Media and Communications Director
- n. First Elder of every congregation
- o. Head Pastor or Bible Worker serving a congregation

#### SECTION 2: Executive Committee Authority

- a. The Executive Committee shall have full administrative and supervisory authority over all affairs of the Fellowship.
- b. The Executive Committee shall determine the financial obligations of member congregations and individuals of PaGAF.

#### SECTION 3: Meetings

The Executive Committee shall meet at least once a year.

#### SECTION 4: Special Meetings

- a. Special meetings of the Executive Committee may be called at any time or place by the President or, in his absence, by the Vice-President.
- b. Special meetings of the Executive Committee may also be called by two-thirds of the members of the Executive Committee.

#### SECTION 5: QUORUM

A simple majority of members of the Executive Committee shall constitute a quorum.

### ARTICLE VI [SUB-COMMITTEES]

#### SECTION 1: Appointed Committees

The Executive Committee may appoint the following committees: Evangelism Committee, Benevolence Committee, Constitution and Bylaws Committee, Health and Wellness, Educational Committee, and any ad-hoc committee as needed. These committees shall report to the Executive Committee.

#### SECTION 2: Nominating Committee

- a. The House of Delegates shall elect a Nominating Committee that shall nominate officers for a 2-year term.
- b. The Nominating Committee shall consist of one member from each congregation.
- c. The Nominating Committee may recommend the addition or deletion of specific offices or the number of associate officers in a position. The number of associate officers for any position shall not be more than two.

- d. The Nominating Committee shall present its completed report at the annual general session and the report shall be accepted by a simple majority vote by the Fellowship.

## ARTICLE VII [MEMBERSHIP]

### SECTION 1: Membership Application

- a. A Seventh-day Adventist Ghanaian congregation, or an individual, requesting membership in the Fellowship shall formally submit a written request to the Executive Committee.
- b. PaGAF will encourage and support church expansion of its membership through aggressive evangelism.
- c. Individuals applying for membership shall be encouraged to join an existing Ghanaian congregation in their immediate geographic region if possible.
- d. Applicants for membership known to be engaged in disputes, disruption and dissension in an existing Adventist church shall be denied membership after the Fellowship exhausts all avenues to bring about reconciliation.

### SECTION 2: Membership Withdrawal

- a. A member congregation, or an individual, requesting to leave the Fellowship shall formally submit a written request in a letter stating their intention, and their reasons, to the Executive Committee.
- b. Upon receipt of the letter the Executive Committee shall take appropriate steps to investigate the stated reasons and, if possible, resolve the situation with the goal of encouraging the congregation or member to remain in PaGAF.
- c. The Executive Committee shall exhaust all avenues to bring about peace and Christian brotherliness in local congregations engaged in leadership disputes, disruption, and dissension.
- d. The President shall inform the Fellowship of any changes in PaGAF membership as a result of a congregation leaving PaGAF, the reasons therefor, and the efforts that were taken to keep the congregation or member in PaGAF.
- e. A member congregation or individual that leaves PaGAF shall be eligible to apply to rejoin PaGAF.

## ARTICLE VIII [FINANCE]

SECTION 1: Any tithe received by the Fellowship at its meeting shall be forwarded to the appropriate Conference or local congregation of the payer.

SECTION 2:

- a. The Executive Committee shall raise funds from membership to run the Fellowship and shall set the financial obligations (dues, assessments, etc.) of churches and members.
- b. The good standing of a church or member in PaGAF includes meeting their obligations.

SECTION 3: The Executive Committee shall present an annual audited financial report to the Fellowship.

#### SECTION 4: Bank Accounts

- a. The funds of the Fellowship shall be safeguarded in harmony with the financial policies of the North American Division of Seventh-day Adventists.
- b. Moneys shall be deposited in the name of the Pacific Ghanaian Adventists Fellowship in regular or special accounts, in such banks or savings institutions as the Executive Committee shall designate.
- c. Funds shall be withdrawn only by persons authorized by resolution of the Executive Committee.

SECTION 5: No funds of the Fellowship shall be invested in non-secured accounts or instruments.

SECTION 6: The Executive Committee shall be responsible for the filling of Financial Statement as required by the laws of the local, State and the Federal government.

### ARTICLE IX [BUDGET AND AUDIT]

SECTION 1: The Executive Committee shall determine the budget process and the President shall produce an annual budget in the first quarter of his/her term of office. The budget shall be approved by the Executive Committee and published to the Fellowship.

SECTION 2: There shall be an internal audit every year and an external audit every five years of the financial records of the fellowship. All audits shall be according to the accepted standards of the North American Division and Certified Professional Accountants (CPA).

### ARTICLE X [AMENDMENTS]

SECTION 1: The Fellowship shall amend the Bylaws from time to time, as needed.

SECTION 2: The Executive Committee may propose amendments, revisions, or repeals to sections of the Bylaws.

SECTION 3: The Executive Committee may entertain proposals for such amendments from congregations, groups, and individual members of the Fellowship.

SECTION 4: Any amendments, revisions, or repeals to any section of the Bylaws

- a. shall be publicized in a timely manner, and
- b. approved by a two-thirds majority vote of the House of Delegates in a meeting specifically called for that purpose, and
- c. confirmed by two-thirds of the general membership, present and voting at the annual general meeting of the Fellowship.