

# **Constitution and By-Laws**

## **of the Society of Adventist Communicators**

(Approved SAC business meeting, October 2008)

### **Article I**

NAME: The name of this society shall be Society of Adventist Communicators (SAC).

### **Article II**

LOCATION: The headquarters of this society shall be 12501 Old Columbia Pike, Silver Spring, MD 20904, or such other location as the Board of Directors shall specify.

### **Article III**

PURPOSE: It is the purpose of this society to:

- A. Foster and promote the use of the various communication media and processes to communicate the gospel.
- B. Foster training and continuing education of its members.
- C. Encourage and assist others interested in employment and/or volunteer involvement in communication-related activities both in and outside church employment.
- D. Serve as an agency for enhancing contacts and Christian fellowship among Seventh-day Adventists in communication-related professions.
- E. SAC organizes and sponsors an annual convention where members gather to hear from industry professionals and church communication leaders.
- F. SAC publishes material of interest to its members, including a newsletter, and also maintains a website to promote its annual convention and other organizational activities.

### **Article IV**

## QUALIFICATIONS FOR MEMBERS:

- A. Professional membership in this society is open to communicators who have a commitment to the Seventh-day Adventist Church and are employed half-time or more in advertising, broadcasting, development, graphic and commercial art, marketing, photography, public relations, publishing, print media, web publishing, educating communicators, and other communication-related positions.
- B. Associate Membership: Associate members may join the society for a reduced membership fee. Associate membership shall be extended to--
  - 1. Students majoring in communication-related subjects.
  - 2. Persons retired from communication-related occupations.
  - 3. Persons employed less than half-time in occupations listed in Article IV-Part A.
  - 4. Support personnel in communication-related operations.
- C. Honorary Members: Upon approval by the Board of Directors, persons may be selected to become honorary members for their outstanding contribution toward the advancement of communication.

## Article V

OFFICERS: The officers of this organization which are elected by membership shall be President, General Vice President, Executive Director, Assistant Executive Director, Vice President for Communication, Vice President for Membership Services, and Vice President for Recruitment. The officers which are appointed by the North American Division (NAD) communication department shall be Executive Director and NAD Advisor. Unless otherwise stated, each elected officer shall serve for a term of two years. The duties of the officers are as follows:

- A. President: The President shall preside at the meetings of the organization, serve as chair of the Executive Board, co-sign all commercial papers, appoint committee chairs, and perform all other duties customary for such an office .
- B. General Vice President: The *General* Vice-President shall assist the President in the performance of presidential duties, preside as chair of the Board of Directors and Executive Committee in the absence of the President, be responsible for constitutional and organizational issues and provide oversight of the nominating and constitution and bylaws committees. This position also serves as president-elect and may succeed to the office of President after completion of the president's term or the president's resignation or termination.

- C. Executive Director: The Executive Director serves as secretary/treasurer and is responsible for the day-to-day operation of the organization, minutes of board and business meetings, and provides oversight for the annual budgeting and financial transactions in cooperation with the President and General Vice President. This position also serves as the vice-chair of the Board of Directors and Executive Committee, and works closely with the President in strategic planning and organization of the annual convention.
- D. Assistant Executive Director: The Assistant Executive Director provides assistance to the Executive Director in areas that may include the day-to-day operation of the organization, minutes of board and business meetings, and oversight for the annual budgeting and financial transactions in cooperation with the President and General Vice President. This position may also, if requested by the Executive Director, work closely with the President in strategic planning and organization of the annual convention.
- E. Vice President for Communication: The Vice President for Communication is responsible for creating and distributing a regular publication to all members and friends of the organization, timely maintenance and updating of the organizational Web site, and oversight of any additional promotional needs.
- F. Vice President for Membership and Web Services: The Vice President for Membership Services is responsible for planning and overseeing any membership services and the resolution of any related issues that arise. This position is responsible for developing services that add value to organizational membership. Included in these responsibilities is development and support for the organization's Web site.
- G. Vice President for Recruitment: The Vice President for Recruitment shall develop and implement creative ways of recruiting members from a variety of demographics including students and both church and non-church employees.
- H. NAD Advisor: The NAD Advisor works closely with the President and Executive Director in support of the organizational mission and strategic plan. Unless otherwise stated, this position is filled by the NAD assistant to the president for communication.

## **Article VI**

### BOARD OF DIRECTORS:

- A. Board members: The Board shall be comprised of the officers, the immediate past President of the organization, and one representative from each of the

following seven fields: 1) electronic/broadcast TV media, 2) communication education, 3) print media, 4) public relations/advertising/marketing/development, and 5) publishing/photography/graphic and commercial art, 6) broadcast radio media, and 7) web design/publishing/social media. In addition, the Board shall include two students enrolled full time at a Seventh-day Adventist college or university.

- B. The President shall preside as chair of the Board. In the absence of the President, the General Vice President shall function as chair. In the absence of both the President and General Vice President, the Executive Director shall preside as chair.

#### EXECUTIVE COMMITTEE:

- A. The Executive Committee shall be comprised of the current officers.
- B. Ex-officio Board Members: The following shall serve as ex-officio members of the Board, if not already serving as officers: 1) NAD assistant to the president for communication or designee, 2) SAC Advisory Board chair, and 3) the immediate past President of SAC.
- C. Board Duties: The Executive Committee shall have general charge of business of SAC between meetings, such as setting membership dues, planning the annual meeting, and appointing ad hoc committee members. In the event disability or resignation of any elected officer or field representative shall leave a position vacant, the Board of Directors shall elect a successor for the balance of the term. This shall be done by a specially called meeting of the full Board which shall be called in writing by the President or the General Vice President, in the case of the President's disability, or the Executive Director in the case of the disability of both the President and General Vice President.

#### ADVISORY BOARD

- A. Advisory Board: The following may serve as non-voting Advisory Board members if not already serving as officers: NAD union communication directors, public relation directors from NAD colleges and universities, the communication/public relations director of the Adventist Health System/Orlando, FL and Adventist Health/Roseville, CA, and one representative from the Pacific Press and Review and Herald Publishing Associations.
- B. An advisory board chair shall be nominated and elected for a two-year term at the SAC annual meeting.

### **Article VII**

#### ELECTIONS:

- A. Nominating Committee: The nominating committee will nominate officers every two years, and half of the board members each year. At least three months prior to the annual meeting of the Society, the Executive Committee shall appoint a committee of three, no one of whom shall be a member of the Executive Committee, to nominate candidates for elective positions to be filled. The committee shall nominate one candidate for each available position. After consent has been obtained from nominees, their names shall be placed on a ballot and sent to members of the society at least one month before the annual meeting. Members unable to attend the annual meeting may cast an absentee ballot by mail. The nomination process for the remaining board members will be organized under the direction of the nominating committee chair.
  
- B. Election of Officers: The non-appointed officers of this organization shall be elected for two-year terms. The vote of the majority of the members present and those who cast absentee ballots shall be necessary for the election. The officers serve from the adjournment of the meeting at which they are elected until the adjournment of the next annual meeting at which their terms expire, or until their successors are elected.
  
- C. Election of Board of Directors (non-officers): The field representatives and the advisory board chair shall be nominated and elected at the annual meeting to serve two-year terms. Four of these will be elected in even years. The other three will be elected in odd years. The student representatives shall be nominated and elected for a one-year term. One student member should be enrolled at the school closest to where the next SAC convention will be located. [In years where the next SAC convention is located in a union with two SDA universities, two student board members will represent those respective schools]. Another student member from outside that union will be elected by SAC members. The vote of the majority of the members present shall be necessary for the election.

## **Article VIII**

DUES: Annual dues and convention fees for professional and associate members shall be due at the annual conference and shall be approved within the annual budget by the Executive Committee.

## **Article IX**

MEETINGS:

- A. Annual meetings of the association shall be held at any time or place to be selected by the Board of Directors. Notice of said meetings shall be given to the membership in writing not less than sixty (60) days prior to the meetings.

- B. The President may call a special meeting of the membership when deemed necessary and shall do so upon the written request of at least twenty percent (20) of its members. Notice of such meeting shall be given to the membership in writing along with the agenda of said meeting not less than fifteen (15) days in advance of said meeting, enact, amend, or repeal by-laws through a poll conducted by mail or a vote taken at the annual or a specially called meeting.

## **Article X**

BY-LAWS: The membership of this organization may by a simple majority vote enact, amend, or repeal by-laws through a poll conducted by mail or a vote taken at an annual or a specially called meeting.

## **Article XI**

CONSTITUTION AMENDMENTS: This CONSTITUTION may be amended through a poll conducted by mail or at the regular meeting or a special meeting called for the purpose of considering change or amending of the Constitution and By-Laws by a two-thirds vote thereof. Notice of the special meetings for such purpose shall be made in writing to all members fifteen (15) days before meeting date.

## **Article XII**

REMOVAL OF OFFICERS AND DIRECTORS:

- A. Good Cause Requirement and Procedure

Any officer or director may be removed from that position by the same voting process (but without other candidates for the office) as the process followed in the election or appointment of that person, if, first, a majority of the Board of Directors votes to initiate the removal process upon written allegations of good cause for removal and provides said officer or director with an opportunity to provide oral and written testimony and argument to the board, and if, thereafter, a two-thirds majority of the board votes for removal upon written findings of good cause therefore.

- B. Good Cause Defined

Incapacitation or nonfeasance or malfeasance in the performance of the duties of the office, or any other defect or situation of an officer (except the President) or director which prevents substantial performance of the duties of the office, shall

be good cause for removal of that officer or director.