

Association of Adventist Camp Professionals Constitution & Bylaws

voted at business session 11.30.2017.

Note that the proposed items in RED were referred back to the Constitution and Bylaws Committee or are also possible recommendations. Notes in CAPITAL LETTERS are comments and not a part of the recommendations.

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ARTICLE I - NAME

The official name of this organization shall be the Association of Adventist Camp Professionals. It is identified as "AACP" in the following articles.

ARTICLE II - MISSION & VISION STATEMENTS

MISSION STATEMENT

"To equip and support camp ministry professionals as they advance the kingdom of God"

VISION STATEMENT

"Our mission will be fulfilled when we see members equipped, stake holders informed and supportive, and guests engaged and experiencing Jesus."

ARTICLE III – CORE VALUES

- 1) **Biblically-based** – God's Word is the foundation upon which our ministry is built.
- 2) **Christ Likeness** – Jesus is our model as we serve the needs of our members.
- 3) **Experiencing God in Nature** – The study of God as revealed in His creation lies at the heart of Christian camping.
- 4) **Excellence** – We believe that God desires us to encourage excellence in our members.
- 5) **Community** – By intentional connections, we grow through worship, fellowship, sharing, professional practices and prayer.
- 6) **Diversity** – The unique perspective of each member makes us a stronger community.

ARTICLE IV – GOALS

The goals of the AACP are:

1. To encourage high professional practices in all facets of camp ministry, operation and service,
2. To effectively communicate the value of camp ministry to stakeholders,
3. To afford opportunity for every member to be a positive influence in the collective voice of Seventh-day Adventist Camp Professionals in North America, and
4. To provide quality education, appropriate training and useful resources to AACP camp members.

ARTICLE V - MEMBERSHIP & DUES

Section A. CAMP MEMBERS shall be involved or employed in Seventh-day Adventist camp ministries and are included in the camp membership dues. These dues are voted at the regular business session and are based on a percentage of the camp's total (gross) yearly expenses.

Section B. INDIVIDUAL MEMBERS are those not associated with a member camp, but who support the vision and mission of AACP. Dues will be set by a vote at the regular business session.

Section C. RECOGNIZED AACP CHAPTER (CLUB) MEMBERS belong to a bonafide collegiate campus organization, that is recognized by the AACP Board of Directors on a yearly basis.

The AACP chapter (club) membership dues are set by a vote of the Board of Directors.

(BEING RECOGNIZED ON A YEARLY BASIS WOULD DO TWO THINGS: 1) MAKE THE BOARD AWARE OF AN ACTIVE CLUB, AND 2) OFFICIALLY MAKE THOSE IN THE CHAPTER/CLUB AACP MEMBERS).

Section D. BUSINESS MEMBERS are those who have camp-related products or services who wish to connect with the AACP members and support the vision and mission of AACP. Dues will be set by a vote of the Board of Directors.

Section E. EX-OFFICIO MEMBERS shall include the NAD Camp Ministries Director or his designee, and the NAD Camp Ministries Coordinator. Dues are not required.

Section F. HONORARY MEMBERS are those who have had a significant impact on Seventh-day Adventist camp ministries in North America. These are nominated and approved by the AACP board. Dues are not required.

ARTICLE VI - BUSINESS SESSIONS OF THE ASSOCIATION

Section A. REGULAR BUSINESS SESSION - AACP shall have a regular business session once each year at the convention. Written and/or email notice shall be given to the members at least 30 days prior to the date of any such session.

Section B. SPECIAL BUSINESS SESSIONS - The AACP Board may authorize, at such time and place and method as it deems necessary, special business sessions. Written and/or email notice shall be given to the members at least 30 days prior to the date of any such session.

Section C. AGENDA ITEMS - All business actions to be considered for a business session shall be received by the AACP President at least 60 days prior to the session date for consideration by the AACP board. Preliminary agendas will be published at least thirty days prior to the business session.

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Section D. PARLIAMENTARY PROCEDURES – The business session shall generally follow the GC Rules of Order.

Section E. QUORUM - A quorum will be the members present whether physically, for a physical meeting, or electronically, for an electronic meeting, at a duly-called business session.

Section F. VOTING MEMBERS - All members of the AACP have equal voting rights of one vote per member.

(THE BOTTOM LINE IS THAT ALL MEMBERS CAN VOTE.)

Section G. SIMPLE MAJORITY - Items voted on during a business session will be decided by a simple majority unless otherwise stipulated by this document.

ARTICLE VII – AACP BOARD & BOARD MEETINGS

Section A. GOVERNING BODY - The AACP Board shall serve as the governing body of the AACP. As such, it shall exercise general administration over all matters pertaining to the Association.

Section B. MEMBERS - The membership of the AACP Board shall consist of the President, Executive Secretary/Treasurer, Vice President for Communication, E-News Editor, Vice President for Conventions, immediate past President, President-elect, one representative from each union, NAD Camp Ministries Coordinator, Union Youth Directors and President of each AACP Chapter (Club).

Section C. REGULAR BOARD MEETINGS - Regular meetings of the AACP Board shall be held at least twice a year for the purpose of reviewing the affairs of the Association and transacting such other business as may properly be brought before it. Telephone conference calls or other mutually-agreed electronic means are also an accepted form of board meeting. Board meetings shall tentatively be set and confirmed by the board no later than the end of January for the entire calendar year. Any subsequent changes must be agreed upon by those present at any given board meeting and be communicated to the board within two days.

Section D – SPECIAL (UNSCHEDULED) BOARD MEETINGS – A special board meeting may be called by the President and/or the NAD Camp Ministries Director should unexpected issues arise requiring action prior to the next board meeting. The time and day should be reasonably set with the intent that as many board members as possible could participate. The minutes of this meeting shall be reported at the next regular board meeting for approval.

(THE ABOVE KEEPS THE PROCESS FOR CALLING A SPECIAL BOARD MEETING SIMPLE. IT PRESERVES THE DUE DILIGENCE FOR HAVING AS MANY BOARD MEMBERS AS POSSIBLE INVOLVED IN THE DECISION. IT ALSO ALLOWS FOR

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FLEXIBILITY IN THE TIMING OF THE MEETING DEPENDING ON THE NATURE OF THE CIRCUMSTANCES NEEDING TO BE ADDRESSED).

Section E. AGENDA - All agenda items to be considered shall be approved by a majority vote at the beginning of the board meeting. Any additional items must be approved by the board at this time.

Section F. PARLIAMENTARY PROCEDURES – The board shall generally follow the GC Rules of Order.

Section G. QUORUM - A quorum will be the members present whether physically, for a physical meeting, or electronically, for an electronic meeting, at a duly-called board meeting.

Section H – INVITEES – The board may invite individuals as non-voting members to serve up to one year whose input would be a valuable resource toward furthering the mission of AACP and in fulfilling AACP's goals as an association.

Section I – VOTING – SIMPLE MAJORITY – Decisions will be determined by a simple majority.

Section J – MINUTES – Minutes shall be provided to all board members within two weeks of a board meeting and shall be posted on the AACP website once they have been approved.

ARTICLE VIII – BOARD MEMBERS, TERMS OF SERVICE & DUTIES

Section A. PRESIDENT - The President shall assume office after serving as President-Elect, then serve two years as President, and then serve two years as Past President. The President shall chair the meetings of the Board and the AACP business sessions, as well as serve as the leading officer of the Association. If the President is not available, the immediate Past President may chair the meeting. If neither are available, the Executive Secretary/Treasurer may chair the meeting. The President also serves as a member of the NAD Camp Committee.

(THE MEETING DETAILS SHOULD NOT BE PART OF THE JOB DESCRIPTION. BESIDES, THE 'SPECIAL BOARD MEETINGS' ARE COVERED ELSEWHERE).

Section B. PAST PRESIDENT - The immediate Past President shall serve as a member of the Board for two years as the Parliamentarian and fulfill other duties as assigned.

(JUST FROM THEIR EXPERIENCE, IT'S BETTER TO HAVE THE PAST PRESIDENT IN THIS ROLE THAN THE PRESIDENT-ELECT).

Section C. PRESIDENT-ELECT - The President-Elect shall assume office of the President after serving two years, and will chair the Constitution & Bylaws Committee,

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and fulfill other duties as assigned.

Section D. EXECUTIVE SECRETARY/TREASURER - The Executive Secretary/Treasurer shall be the current NAD Camp Ministries Director. The Executive Secretary/Treasurer and/or his/her designee is responsible for the financial records, minutes, funds and membership records of the Association, and serves as the primary liaison between the AACP and the NAD Camp Committee, and is the chair of the Nominating Committee and oversees the administering of the election process.

(THIS WAS PROBABLY AN OMITTED OVERSIGHT)

Section E. VICE-PRESIDENT FOR CONVENTIONS - The Vice President for Conventions shall be responsible for planning and executing the annual AACP Convention, including, but not limited to, the following: assisting the NAD Camp Ministries Director in negotiating and securing the 'board-voted' location of the convention, proposing a workable and balanced convention budget to the board, submitting a name for the Curriculum Director-Assistant VP for Conventions to the board for approval, and chairing as well as inviting individuals to serve on the Convention Planning Committee who shall also assist him/her in planning, conducting, and evaluating the convention. He/she shall be elected by the members at a regular business session and serve for three years, of which the last year is to assist the newly elected VP for Conventions.

(THIS SPELLS OUT THE MAJOR RESPONSIBILITIES OF THE VP FOR CONVENTIONS)

o recommend to the nominating committee that same consideration.

Section F. ASSISTANT VP FOR CONVENTIONS - The Assistant VP for Conventions shall serve for one year and be responsible for putting in place all educational curriculums for the AACP convention.

(SERVING FOR ONE YEAR WOULD ELIMINATE THE NEED TO BE REVIEWED AFTER EACH CONVENTION)

Prior to serving hjs/her name shall be submitted by the VP for Conventions to the board for review and approval.

(ALLOWING FOR BOARD OVERSIGHT)

The Curriculum Director,

He/she shall sit on the AACP board as a non-voting member, serve on the Conventions Planning Committee and assist the VP for Conventions as needed.

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(SHOWS THEIR RELATIONSHIP TO THE BOARD AND INVOLVEMENT WITH THE CONVENTION,)

Section G. VICE-PRESIDENT FOR COMMUNICATIONS – The Vice President for Communications shall serve for two years and shall oversee the association’s communications from and on behalf of AACP, as well as chairing the Communications Committee.

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Section H. E-NEWS EDITOR – The E-News Editor shall serve for two years, publish the camp newsletter called the E-News, and collect and maintain an accurate database for distribution.

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Section I. UNION REPRESENTATIVES – The union representatives shall serve as members for two years and shall work at the pleasure of the board. They are to be a liaison between their local union camps and the AACP board.

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Section J. AACP CHAPTER (CLUB) PRESIDENTS – The AACP Chapter (Club) Presidents shall serve for a term of one year and shall accept duties as assigned by the board. They shall communicate information back to their chapter. Local chapters shall determine their own duties based on their specific constitution and bylaws.

Section K. NAD CAMP COORDINATOR – The NAD Camp Coordinator shall serve at the pleasure of the NAD Camp Director and specifically serve as the Mentor Committee Chair and fulfill other duties as assigned by the board.

Section L. UNION YOUTH DIRECTORS – These shall serve at the pleasure of the board and support camp ministries within their local union through training, finance, nurture, and encouragement.

Section M. – PARLIAMENTARIAN – The parliamentarian shall ~~be the Past President~~. The duties shall include:

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1. Provides AACP members and the AACP board with training on simple parliamentary procedures as needed (how to state a motion, rules of debate, quorums, etc. Generally based on GC rules of order),
2. Maintains a copy of the constitution and bylaws at all business and board meetings,
3. Keeps track of the order of those wishing to speak, motions, amendments, voting, etc., and
4. Assists with the election and voting procedures.

BYLAWS

ELECTIONS, VOTING, AND VACANCIES

Section 1 - NOMINATING COMMITTEE

- a. The nominating committee shall be selected every odd year during that year's AACP

convention.

b. This committee will consist of a representative from each union selected by their union caucus, while the AACP Chapters (Clubs) shall form a single caucus to elect a representative to the nominating committee.

c. The nominating committee shall meet as necessary in order to present two names for each office no later than October 31st of the following year.

d. The nominating committee will meet primarily by phone conference and utilize technology as necessary for secret ballot voting.

e. The Executive Secretary/Treasurer or his/her designee shall call the meetings and serve as the chairperson of the nominating committee.

Section 2- POSITIONS TO FILL – The Nominating Committee will provide two names for each of the following positions: President (elect), Vice-President for Communications, and Vice-President for Conventions.

Section 3 – CANDIDATES - No AACP member shall be submitted as a candidate unless the nominating committee has verified with them their willingness to have their name placed before the membership. Candidates shall be full time employees of the Seventh-day Adventist Church.

Section 4. CANDIDATE INFORMATION - Prior to voting, a brief biography of each candidate shall be provided to the members by the chairperson or his/her designee of the nominating committee.

Section 5. ELECTION VOTING – The actual election shall be overseen by the Executive Secretary/Treasurer or his designee. Elections will be by secret ballot. The nominating committee shall oversee the counting of the ballots and submit a final report to the general session. The new officers shall be presented upon the official announcement of the ballot results.

Section 6. ASSUMPTION OF OFFICE - Elected officers shall assume their office on January 1 following their election.

Section 7. UNION REPRESENTATIVES- Union representatives shall be selected by union caucus at each business session on a staggered-year basis. The following unions shall elect a representative every even year: Columbia, Southwestern, Lake, and Pacific. The following unions shall elect a representative every odd year: Atlantic, Canadian, Mid-America, North Pacific, and Southern.

Section 8. E-NEWS EDITOR - The E-News Editor shall be appointed (or re-appointed) by the AACP board every even year and ratified by the body in a regular business session.

Section 9. BOARD VACANCIES – Vacancies shall be filled as follows:

a. **AACP PRESIDENT** – In the event that the President is unable to complete the term of service, the immediate past president will fill the position to complete the term. If for some reason the immediate past president is unavailable or unable to do so, then the

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president-elect shall complete the term. In the event that the President-elect is unable to serve, the AACP Board will select an Interim President who will serve as President until the next regularly scheduled election. The AACP Board will appoint this person with a 2/3 majority vote.

b. PRESIDENT ELECT- In the event of a vacancy the AACP Board shall, with a two-thirds majority vote, appoint an individual to serve out the remainder of that calendar year. In the meantime, the nominating committee shall submit two names for a vote at the next business session. Once elected, that individual will complete the term regardless of the amount of time remaining.

c. PAST PRESIDENT AND AACP VICE-PRESIDENTS - In the event of a vacancy the AACP Board shall appoint an individual to fill those responsibilities with at least a two-thirds majority vote.

d. UNION REPRESENTATIVES If a Union Representative is unable to complete their term, the AACP President will work with the Union's camps to select a replacement prior to the following board meeting. This replacement will fulfill the remainder of the vacated term.

(KEEPS IT SIMPLE AND LOGICAL)

e. E-NEWS EDITOR - Should a vacancy occur, the AACP board shall appoint an individual to fill this role to the next AACP business session whereupon a name shall be submitted to the members at large for ratification.

Section 10. REMOVAL FROM BOARD – A member of the board may be removed by two-thirds vote of the board. The Executive Secretary/Treasurer will call and chair this meeting.

FINANCES

Section 1. FISCAL AUTHORITY AND FINANCIAL REPORTS - All financial matters shall be overseen by the Executive Secretary/Treasurer who shall present a current financial report at each regular board meeting and business session.

Section 2. FINANCE COMMITTEE – This standing committee shall consist of the NAD Camp Ministries Director, AAPC President, VP for Conventions, and one Union Representative who will serve for one calendar year.

Section 3. APPROVING ANNUAL BUDGET – The finance committee will prepare a proposed balanced budget which will reflect the priorities of the association. This budget will be presented to the board for review and recommendations and then to the membership at a business session for review, revisions if necessary, and voted approval.

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Section 4. MAINTAINING FINANCIAL INTEGRITY – Should actual income or expense fall outside of the budgeted limitations, the board is authorized to make necessary adjustments as needed to maintain the financial integrity of the association.

(THE ABOVE COVERS THE FOUR MAIN FINANCIAL FOCUS POINTS OF THE ASSOCIATION: 1) ULTIMATELY, IDENTIFIES WHO OVERSEES THE FINANCIAL MATTERS WITH THE NAD, 2) BUDGET DEVELOPMENT AND APPROVAL, AND 3) KEEPING THE AACP SOLVENT.)

AMENDMENTS

The constitution and bylaws may be amended and/or revised at any regular or special business session by a two-thirds vote of the delegates present and voting. However, the members of the Association must be advised in the notice of such a meeting of the proposed amendments and/or revisions. The revisions and recommendations shall be posted on the AACP website. A link to this site will be sent to the membership at least 30 days prior to the called meeting. Requests for hard copy must be made to the Constitution and Bylaws Committee Chair at least 21 days in advance of the business session.

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Deleted: Section 3. BALANCED BUDGET - The board shall present a balanced budget to the members for consideration and vote at the annual business session. The membership may vote revisions as they deem necessary.