

**OPERATING POLICY OF THE
CENTRAL LUZON PROVINCES MISSION OF SEVENTH-DAY ADVENTISTS**

ARTICLE I – NAME

This organization shall be known as the Central Luzon Provinces Mission of Seventh-day Adventists, hereinafter referred to as CLPM.

ARTICLE II – PURPOSE

The purpose of Central Luzon Provinces Mission is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18, Acts 1:18, Revelation 14:6-12).

ARTICLE III – RELATIONSHIPS

The Central Luzon Provinces Mission is a member unit of the Northern Luzon Philippine Union Mission of the Seventh-day Adventist Church (NLPUM) and is in the territory of the Southern Asia-Pacific Division (SSD) of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of CLPM shall be in harmony with the working policies, and procedures enacted by the SSD Executive Committee or the General Conference of Seventh-day Adventists. The CLPM shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its sessions.

ARTICLE IV – GEOGRAPHIC TERRITORY

The territory of Central Luzon Provinces Mission shall consist of the provinces of Aurora, Bataan, Bulacan, Nueva Ecija (excluding the municipalities of Cuyapo and Nampicuan), Pampanga, Tarlac (specifically Tarlac City; the municipalities of Bamban, Capas, Concepcion, La Paz, Pura, and Victoria; and the barangays of Amacalan, Buenlag, New Salem in Tarlac; as well as the barangays of Villa Aglipay and San Juan de Valdez in San Jose, Tarlac, Zambales, Town of Alfonso, Castaneda in Nueva Viscaya, including the municipalities of Dinapigue and Palanan in the province of Isabela.

ARTICLE V – MEMBERSHIP

The membership of Central Luzon Provinces Mission shall consist of such churches as have been or shall be properly organized in any part of the territory served by the Central Luzon Provinces Mission and accepted by vote of the delegates assembled at any regular or special mission constituency session.

ARTICLE VI – PRINCIPAL OFFICE

The principal office for the transaction of the business of the Central Luzon Provinces Mission is fixed and temporarily located at 1831 Angelito Street Mt. View Subd., Balibago, Angeles City, Pampanga. The NLPUM Executive Committee may change the location of the principal office upon the recommendation of CLPM Executive Committee.

ARTICLE VII – CONSTITUENCY MEETINGS

Sec. 1. Regular Meetings – The Central Luzon Provinces Mission shall hold a regular quinquennial constituency meeting at such time and place as the CLPM Executive Committee, in counsel with the officers of the NLPUM shall designate. In the event that the CLPM Executive Committee fails to call a regular constituency meeting within the quinquennial period, the NLPUM Executive Committee may give notice for such a meeting and designate the time and place. In case regional conditions make it imperative to postpone the calling of the constituency meeting, the NLPUM Executive Committee, in a regular or special meeting, shall have the authority to make such postponement, not to exceed one (1) year, giving notice to all constituent organizations. In the event that the NLPUM Executive Committee exercises its authority to postpone a constituency meeting, it shall have the authority to set the subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed ten (10) working days from the date of the postponed constituency meeting.

Sec. 2. Special Meetings –

- a. The CLPM Executive Committee shall call a special constituency meeting when:
 - 1) It is voted by the CLPM Executive Committee, or
 - 2) It is voted by the delegates at any constituency meeting, or
 - 3) It is requested by seventy-five percent (75%) of the churches through their business meetings, or
 - 4) It is voted by the NLPUM Executive Committee, or SSD Executive Committee, or General Conference Executive Committee.

The date for such a meeting in response to paragraphs 3) and 4) above shall not be more than ninety (90) days from the date when the actions described in paragraphs 3) and 4) above are communicated to the officers /CLPM Executive Committee.

- b. In the absence of a timely response by the CLPM Executive Committee to paragraphs 2) through 4) in Sec. 2.a. above, the NLPUM Executive Committee or the SSD Executive Committee may call a special constituency meeting of the Central Luzon Provinces Mission and designate the time and place for such a meeting.

Sec. 3. Notice –

- a. **Notice of the time and place of the regular and special meetings of the delegates representing the members shall be given by:**
- 1) A notice through print, electronic, and all other means sent to all member churches and companies at least thirty (30) days prior to the date of the session, or
 - 2) A notice printed in the official publication of Central Luzon Provinces Mission at least four (4) weeks before the date of the session, or
 - 3) A method approved by the CLPM Executive Committee, provided all member units receive notice with sufficient time to select delegates, or
 - 4) **A method approved by the NLPUM Executive Committee, in the event of inaction or failure to call a constituency meeting by the CLPM Executive Committee.**
- b. **The agenda for special constituency meetings shall be included in the notice of the meeting.**

Sec. 4. *Virtual Attendance at Constituency Meetings* – Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the CLPM Executive Committee, and if permitted by local law, may participate by means of an electronic conference or similar communications by which all persons can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 5. *Chair and Secretary for Constituency Meetings* – **The President of Central Luzon Provinces Mission shall serve as chair and the Executive Secretary of Central Luzon Provinces Mission shall serve as secretary for constituency meetings of this mission. The President may designate other individuals to assist in chair duties from time to time. In the event that the President’s office is vacant or that the President is unavailable to serve as chair, the ranking NLPUM officer present shall serve as chair for the meeting.**

Arrangements may be made for a secretary *pro tempore* if the Executive Secretary’s office is vacant or the Executive Secretary is unavailable to serve at the constituency meeting.

Sec. 6. *Regular Business Meeting* – **The business of the regular constituency meeting will include the election/appointment of personnel for various positions (see Sec. 12 below), the receipt of reports from the outgoing President, Executive Secretary, Treasurer/Chief Financial Officer (report based on audited statements), departmental directors, and the auditor. In addition, the constituency meeting shall review/create plans for moving the mission toward conference status. It shall also endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the SSD.**

Sec. 7. *Quorum* – A quorum is defined as fifty percent plus one (50% + 1) of the delegates authorized hereinafter under Sec. 1 and 2 of Article VIII, must be present at the opening of any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining present shall constitute a quorum.

Sec. 8. Voting Rights of the Delegates – Each delegate appointed to act on behalf of the members of Central Luzon Provinces Mission shall be entitled to one (1) vote on each question to be decided by the body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of Central Luzon Provinces Mission in which they have been designated to represent a local church, institution, the NLPUM, the SSD, or the General Conference of Seventh-day Adventists.

Sec. 9. Voting – The voting on matters of business shall normally be by *viva voce*. The Chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. Proxy Voting – All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 11. Parliamentary Authority – The parliamentary authority for constituency meetings pertaining to all rules and procedures not covered by its bylaws shall be based on those published in the *General Conference Rules of Order*, and any adaptation or supplement approved by the SSD Executive Committee, unless otherwise determined by a two-thirds (2/3) vote of the constituency meeting.

Sec. 12. Election/Appointments and Term of Office –

- a. **Elections: The President, Executive Secretary, and Treasurer/Chief Financial Officer of Central Luzon Provinces Mission shall be elected by the NLPUM constituency/Executive Committee Meeting rather than the session of this mission. The election of departmental directors, for Central Luzon Provinces Mission may be done during its constituency session, or if not determined by the delegates at the NLPUM constituency meeting, shall be referred to the NLPUM Executive Committee for appointment. CLPM constituency meeting shall also elect the members (other than *ex officio*) of the CLPM Executive Committee and, where required by the governance documents of CLPM institutions, the chief administrator(s), and board members of such entities.**

The NLPUM Executive Committee shall determine the number of directors (7) for the following departments and shall be elected during the constituency meeting:

Youth Ministries / Adventist Ministry in College and University Students (AMiCUS)
Education/Children’s Ministries
Publishing Ministries / Spirit of Prophecy (SOP)
Ministerial Association / Adventist Chaplaincy Ministries
Sabbath School / Personal Ministries / NDR-IEL / Adventist Possibilities Ministry
Women’s Ministries /Ministerial Spouses Association (MSA) / Family Ministries
Stewardship & PGTS
Health / Adventist Community Services (ACS) / Adventist Laymen’s Services & Industries (ASI) / Communication / Public Affairs and Religious Liberty (PARL)

- b. **Term of Office: Persons elected at the CLPM constituency meeting and those appointed by the CLPM Executive Committee normally serve until the next regular constituency**

meeting. However, their period of service may be shorter due to resignation, voluntary retirement, retirement in situation where a mandatory retirement age policy is in effect, or removal from office, for cause, by the CLPM Executive Committee or a special constituency meeting.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, shall include but not limited to 1) incompetence; 2) persistent failure to cooperate with duly constituted authority in substantive matters and with relevant employment and denominational policies; 3) actions which may be the subject of discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; 6) conviction of or guilty plea for a crime involving moral turpitude; or 7) just causes for termination under the Revised Labor Code of the Philippines.

ARTICLE VIII – REPRESENTATION AT CONSTITUENCY MEETINGS

Sec. 1. Regular Delegates – All delegates to CLPM constituency session shall be such delegates as shall be **duly** elected or approved **by the organized churches of the CLPM**, on the basis of one (1) delegate for each local organized church, and one (1) additional delegate for each four hundred (400) members based on ACMS record or major fraction thereof, and who hold membership in the local church which elects or approves them. **Such delegates shall be chosen by action of the business meeting of the respective local church and include males and females.**

Sec. 2. Delegates at Large – Delegates at large to a constituency meeting of CLPM include:

- a. **The incumbent members of the CLPM Executive Committee;**
- b. **Members of the General Conference, the SSD, and the NLPUM Executive Committees who may be present at any constituency meeting of Mission. The number of such delegates shall not exceed ten percent (10%) of the total number of delegates otherwise provided for;**
- c. **All employees holding credentials or ministerial licenses issued by the NLPUM or the CLPM;**
- d. **Such other persons as may be recommended by the CLPM Executive Committee and accepted by the delegates in session. The number of such delegates shall not exceed ten percent (10%) of the total number of delegates otherwise provided for.**
- e. **A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.**

Sec. 3. Church Membership Requirement – All delegates appointed to represent the local churches of Central Luzon Provinces Mission at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

ARTICLE IX – CONSTITUENCY MEETING COMMITTEES

Prior to each CLPM Mission constituency meeting, the CLPM Executive Committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time. **These committees include:**

Sec. 1. Organizing Committee – An Organizing Committee for each constituency meeting shall be appointed:

- a. Composition – An Organizing Committee shall consist of eleven (11) members constituted as follows:
 - 1) The NLPUM President or his authorized designee, who shall act as chairperson;
 - 2) 1 (1) representative layperson from each area within the territory of Central Luzon Provinces Mission; (5)
 - 3) Two (2) representative pastors from the field within the territory of Central Luzon Provinces Mission; (2)
 - 4) One (1) representative from each of the following: (3)
 - a) Credentialed Literature Evangelist or Assistant Publishing Ministry Leader;
 - b) Staff representative from the Central Luzon Provinces Mission office;
 - c) Principal or Teacher
- b. Procedure –
 - 1) Determination of the members of the Organizing Committee shall be done by casting of lots. The names of the lay delegates and denominational employees shall be placed in a separate container provided for each category during registration from where the members of the Organizing Committee shall be drawn;
 - 2) Names of the members of the Organizing Committee shall be drawn by the NLPUM Executive Secretary or designated NLPUM personnel from the official containers designated during the registration;
 - 3) The following guidelines shall be observed:
 - a) Denominational representatives shall be persons not holding elective positions;
 - b) Except for the chairperson, no member of the Organizing Committee shall be a member of the Nominating Committee;

- c) Members of the Organizing Committee during the immediately preceding constituency meeting shall not be selected again.
- c. Function – **The Organizing Committee shall nominate and the constituency shall elect:**
- 1) The Nominating Committee
 - 2) An Operating Policy Committee;
 - 3) Other committees as may be necessary.

Sec. 2. Nominating Committee – The Nominating Committee for each constituency meeting shall be appointed:

- a. Composition – The Nominating Committee shall consist of eleven (11) members including the NLPUM President or his designee, who shall serve as Chair.

The membership of the Nominating Committee shall be balanced, as nearly as possible, between denominational workers and laypersons representing various segments of the work and territories of CLPM consisting of:

- 4) The NLPUM President or his authorized designee, who shall act as chairperson;
 - 5) 1 (1) representative layperson from each area within the territory of Central Luzon Provinces Mission; (5)
 - 6) Two (2) representative pastors from the field within the territory of Central Luzon Provinces Mission; (2)
 - 7) One (1) representative from each of the following: (3)
 - a) Credentialed Literature Evangelist or Assistant Publishing Ministry Leader;
 - b) Staff representative from the Central Luzon Provinces Mission office;
 - c) Principal or Teacher
- b. Procedure –
- 1) The members of the Nominating Committee shall be formed by nomination by the organizing committee
 - 2) The following guidelines shall be observed:
 - a) Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting;

- b) Persons holding elective office, as outlined in Article VII, Sec. 12, excluding non-*ex officio* members of the CLPM Executive Committee in the current term, shall not be eligible to serve on the Nominating Committee;
 - c) The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at the constituency meeting and for which budgetary provisions have been made;
 - d) The Nominating Committee shall also nominate members, other than *ex officio* members, for the CLPM Executive Committee and for the boards of mission institutions whose bylaws indicate that board members for the entity are elected at a mission constituency meeting;
 - e) Members of the Organizing Committee shall not be members of the Nominating Committee;
 - f) Experience, qualifications, career path, and track records of the nominees should be considered and may be made available to the Nominating Committee by the secretariat office and/or from the higher organization in case personnel from higher organization is nominated for the local organization;
 - g) Nominees shall be consulted when necessary;
 - h) In case a nomination is opposed and provided that the cause presented is valid, the nomination shall be returned to the committee for proper disposition;
 - i) Any member of the Nominating Committee during the immediately preceding constituency meeting shall not be re-elected as member of Nominating Committee for the next constituency meeting.
- c. Functions – The functions of the Nominating Committee are:
- 1) Select its own secretary;
 - 2) Nominate CLPM departmental directors, giving due consideration to the nature of the departments in light of the person nominated to lead such departments;
 - 3) Nominate additional members for the CLPM Executive Committee;
 - 4) The chairperson shall present to the constituency the nominees for the positions for election.

Sec. 3. *Operating Policy Committee* – The Operating Policy Committee shall include an officer of the NLPUM and shall be chaired by the Executive Secretary of Central Luzon Provinces Mission, or his designee. This committee shall function between the regularly scheduled sessions of the constituency and shall submit its reports and detailed recommendations through the CLPM Executive Committee to the next regular constituency meeting.

Section 4. *Voting* – The election of departmental directors and the voting on all other business matters shall be by *viva voce* unless otherwise determined by a majority vote of the delegates present. Only those delegates who are present in person at any constituency meeting shall be eligible to vote. There shall be no voting by proxy.

ARTICLE X – EXECUTIVE COMMITTEE

Sec. 1. *Composition* – The CLPM Executive Committee shall be elected at its regular scheduled constituency meeting and shall consist of Thirteen (13) members, as determined by the NLPUM Executive Committee. The CLPM President, Executive Secretary, and Treasurer/Chief Financial Officer shall be *ex officio* members of the CLPM Executive Committee. The members shall include the following:

- a) President who shall serve as Chair;
- b) Executive Secretary who shall serve as Secretary;
- c) Treasurer;
- d) Ministerial Secretary
- e) Stewardship Ministries Director;
- f) Education Director;
- g) Publishing Ministries Director;
- h) One director on rotation basis;
- i) Five (5) laypersons representing from each area or one (1) layperson representing each area on a rotation basis with each member serving two and a half (2 ½) years.

The officers of NLPUM, SSD, and the General Conference of Seventh-day Adventists are members *ex officio* of the CLPM Executive Committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent (10%) of the committee membership present.

Sec. 2. *Delegated Authority* – The CLPM Executive Committee, unless replaced at a special constituency meeting, is delegated the authority to act on behalf of the constituents between constituency meetings, including the authority to remove, for cause (see definition of “for cause” in Article VII, Sec. 12 above), persons who have been elected at a CLPM constituency meeting, including directors of departments/services, chief administrators of institutions; and board/committee members whose election or appointment is a result of a constituency meeting or Executive Committee meeting action; and to fill, for the remaining portion of the term, any vacancies thus created. (The offices of CLPM President, Executive Secretary, and Treasurer/Chief Financial Officer are always filled by action of the NLPUM Executive Committee.) The removal of those named under Article VII, Sec. 12 shall require the affirmative vote of two-thirds (2/3) of those voting at a CLPM Executive Committee meeting where a majority of members is present.

Sec. 3. *Administrative Authority* – During the intervals between the regular constituency sessions of Central Luzon Provinces Mission, the CLPM Executive Committee shall have administrative authority:

- a. To fill for the current term any vacancies that may occur by death, resignation, or otherwise, in its boards, committees, departments, or in offices which have been filled by CLPM constituency meeting election;

- b. To appoint committees, such as an administrative committee, with their terms or reference;
- c. To employ such personnel as may be necessary to execute its work effectively;
- d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require the consent of two-thirds (2/3) of those voting at CLPM Executive Committee meeting where a majority of the members is present.

The above actions stated from a. to e. d. shall require the consent of two-thirds (2/3) of the members of CLPM Executive Committee where a majority of members is present and the concurrence of the NLPUM Executive Committee.

Sec. 4. Meetings –

- a. Regular Meetings – The CLPM Executive Committee may schedule regular meetings at such times and places as it may select. In case the physical or face-to-face meeting is not possible, the meetings shall be done virtually or online and votation by e-vote.
- b. Special Meetings – Special meetings of CLPM Executive Committee may be called at any time or place by the President or, should he be absent from the field, such meetings may be called by the Executive Secretary upon the written request of any five (5) members of the CLPM Executive Committee. In case the physical or face-to-face meeting is not possible, the meetings shall be done virtually or online and votation by e-vote.

Sec. 5. Attendance at Meetings – The CLPM Executive Committee members may participate in meetings by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Sec. 6. Notice – Notice as to time and place, and any other requirements under this Operating Policy, shall be provided to all members in a reasonable manner at least two days (2) days prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least four (4) days if the meeting is to take place in person.

Sec. 7. Quorum – A quorum is defined as fifty percent plus one (50% + 1) of the members of CLPM Executive Committee.

Sec. 8. Appointment and Term of Office – All other members of the CLPM Executive Committee and the directors of all departments, shall be nominated by the Nominating Committee and approved by the delegates to the regular sessions of Central Luzon Provinces Mission and shall hold their offices until the mid-quinquennial or regular quinquennial session and until their successors are elected and appear to enter upon their duties.

Sec. 10. Compensation – The members of the CLPM Executive Committee shall not receive any compensation, salary, or honorarium for the performance of their duties except reasonable *per diem* during attendance at committee meetings.

Sec. 11. Vacancy – Vacancies in the membership of the CLPM Executive Committee caused by death, disqualification, resignation, or removal, shall be filled by its remaining members. The substitute elected to fill the vacancy shall hold office only for the unexpired term.

ARTICLE XI – OFFICERS AND THEIR DUTIES

Sec. 1. Executive Officers – The executive officers of Central Luzon Provinces Mission shall be a president, an Executive Secretary, and a Treasurer/Chief Financial Officer. The Executive Secretary and Treasurer/Chief Financial Officer may be one individual known as the Secretary-Treasurer. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the NLPUM Executive Committee, the constituency in session, and/or the CLPM Executive Committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

The executive officers of Central Luzon Provinces Mission shall be appointed by the NLPUM at the time of its sessions, or by the NLPUM Executive Committee between union sessions and shall hold office for the period of years or until their successors are appointed and enter upon their duties. Vacancies in such executive offices shall be filled by action of the NLPUM Executive Committee.

- a. **President** – The President, who shall be an ordained minister of experience, is the first officer and shall report to the CLPM Executive Committee in consultation with the Secretary and the Treasurer/Chief Financial Officer. He shall act as chair of constituency meetings and of the CLPM Executive Committee and serve in the general interests of the Central Luzon Provinces Mission as the constituency and the CLPM Executive Committee shall determine. In his leadership, he shall adhere to the policies of the NLPUM, the SSD, and of the General Conference of Seventh-day Adventists, work in harmony with the NLPUM Executive Committee, and in close counsel with the NLPUM officers. When the CLPM President is to be absent from the field for prolonged periods of time, the CLPM Executive Committee shall be authorized, in counsel with the NLPUM officers, to appoint an individual to act as chairperson during such absence.
- b. **Executive Secretary** – The Secretary, who shall be an ordained minister of experience, associated with the President as an executive officer, shall serve under the direction of the CLPM Executive Committee and shall act as vice-chair of the CLPM Executive Committee. The Executive Secretary shall report to the CLPM Executive Committee after consultation with the President. It shall be the duty of the Executive Secretary to keep the minutes of the constituency meetings and of the CLPM Executive Committee meetings and to furnish copies of such to all members of the CLPM Executive Committee and to the officers of NLPUM. The Executive Secretary shall also be responsible for providing information as may be requested by the President or the Central Luzon Provinces Mission, NLPUM, or SSD committees, and shall perform such other duties as pertain to the office.

- c. **Treasurer/Chief Financial Officer** – The Treasurer/Chief Financial Officer, associated with the President as an executive officer, shall serve under the direction of the CLPM Executive Committee. The Treasurer/Chief Financial Officer shall report to the CLPM Executive Committee after consultation with the President. The Treasurer/Chief Financial Officer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the CLPM Executive Committee, for remitting all required funds to the NLPUM, SSD, and General Conference in harmony with SSD policy, and for providing financial information to the President and to the CLPM Executive Committee. The Treasurer/Chief Financial Officer shall also be responsible for furnishing copies of the financial statements to the NLPUM officers.

Sec. 2. Other Officers – Other individuals may serve as officers of Central Luzon Provinces Mission, such as associate secretary and associate treasurer.

ARTICLE XII – DIRECTORS OF DEPARTMENTS/ASSOCIATIONS/SERVICES

Sec. 1. Advisory Role – The directors of departments/associations/services of Central Luzon Provinces Mission shall work under the direction of the CLPM Executive Committee and the President and shall serve in an advisory relationship to the field.

Sec. 2. Department/Services Structure – Central Luzon Provinces Mission departments/services shall be organized in harmony with the department, association, service structure of the General Conference, but shall not necessarily duplicate the departments, and services of NLPUM, SSD, or the General Conference of Seventh-day Adventists. These are subject to the approval of NLPUM.

ARTICLE XIII – FINANCE

Sec. 1. Church Funds – The church funds managed by Central Luzon Provinces Mission shall be:

- a. **Such portion of tithe** (including direct tithe) and offerings as it shall be assigned by policy and as received from all churches and isolated members in the Central Luzon Provinces Mission;
- b. Appropriations from the NLPUM or SSD;
- c. Such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it;
- d. Ten percent (10%) of the gain of its non-health-care institutions.

Sec. 2. Policies – The portion of the tithe which is reserved for Central Luzon Provinces Mission, as specified by policy, and all other funds shall be used in harmony with the financial policies of the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the NLPUM and SSD on fixed percentages as set by the SSD Executive Committee and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee. Central Luzon Provinces Mission shall pass on

monthly to the NLPUM the specified tithe percentage, all mission offerings, and such other funds as may be called for by the policies of the union and division organizations.

Sec. 3. *Bank Accounts* – The funds of Central Luzon Provinces Mission shall be safeguarded in harmony with the financial policies of the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the Northern Luzon Philippine Union Mission of the Seventh-day Adventist Church in regular or special accounts, in such banks or savings institutions as the CLPM Executive Committee shall designate and shall be withdrawn only by persons authorized by resolution of CLPM Executive Committee.

Sec. 4. *Disbursements* – Withdrawal from the funds of Central Luzon Provinces Mission, whether by check or any instrument shall be signed by the Treasurer and countersigned by the President. Whenever necessary, the CLPM Executive Committee may designate other signatories.

Sec. 5. *Financial Statements* – The CLPM Treasurer shall regularly prepare statements of income and fund balances and shall be responsible for the filing of copies of the annual financial statement with the NLPUM and the SSD and, to the extent required by law, with any branch of local or national government.

Sec. 6. *Calendar Year* – The calendar year of Central Luzon Provinces Mission shall begin on the first day of January of each year and end on the last day of December of the same year.

ARTICLE XIV – BUDGET, EMPLOYEE COMPENSATION REVIEW, AND FINANCIAL AUDIT

Sec. 1. *Budget* – The Central Luzon Provinces Mission shall prepare an annual budget in harmony with the policies of the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists. The CLPM Executive Committee shall annually submit to the NLPUM Executive Committee appropriate statements of income and fund balances and an estimate of its operating expenses and receipts for the ensuing year.

Sec. 2. *Employee Compensation and Expense Review* – The CLPM Executive Committee shall appoint an Employee Compensation and Expense Review Committee, including a NLPUM officer or one or more representatives appointed by the NLPUM Executive Committee. The Employee Compensation and Expense Review shall be carried out in harmony with the policies of NLPUM and SSD.

ARTICLE XV – FINANCIAL AUDIT

Sec. 1. *Independent Audit* – The financial statements of Central Luzon Provinces Mission shall be audited at least annually by an auditor chosen in harmony with General Conference *Working Policy*; and the records of Central Luzon Provinces Mission or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Sec. 2. *Audit Committee* –

- a. Function – The CLPM Executive Committee shall appoint an Audit Committee (AC) to study the auditor’s reports, management letter, and management’s response to the auditor. The AC shall submit recommendations to the CLPM Executive Committee based on its study.
- b. Composition – The AC shall consist of three (3) to seven (7) members, who have appropriate financial expertise and non-employees of Central Luzon Provinces Mission. If possible, the majority shall be non-denominationally employed.
- c. Invitation to Auditor – The auditors shall be invited to attend the AC meeting wherein the audit reports, management letter, and management’s response to the auditor are studies. The AC shall make recommendations, if any, to the CLPM Executive Committee. Under circumstances where legal requirements permit and conferencing facilities are deemed satisfactory to Central Luzon Provinces Mission and the auditor, the latter may choose to attend the meeting via teleconference or video conference. Attendance by the auditor at such meeting is not mandatory. If there are representatives from the higher organization in attendance, they shall be considered as invitees who may join the deliberations but cannot vote.
- d. Copy of Recommendations – A copy of the recommendations of AC, as approved by the CLPM Executive Committee, shall be sent to the auditor and the appropriate officers of Central Luzon Provinces Mission.

ARTICLE XVI – DISSOLUTION AND DISPOSITION OF ASSETS

Sec. 1. *Dissolution* – **The Central Luzon Provinces Mission may be dissolved only by** a two-thirds (2/3) majority vote of the members of the NLPUM Executive Committee who are present and voting at any regular or special meeting.

Sec. 2. *Disposition of Assets* – **In the event of the dissolution of Central Luzon Provinces Mission, all assets remaining after all claims have been satisfied, shall be transferred to NLPUM, as authorized by the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists.**

ARTICLE XVII – INDEMNIFICATION

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

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the CLPM Executive Committee, officer, or department director may be entitled.

ARTICLE XVIII – AMENDMENTS

Sec. 1. At any annual meeting of the NLPUM Executive Committee, this operating policy may be amended by a majority vote, provided that such amendments shall not be inconsistent with the Constitution and Bylaws of the General Conference and the working policy of the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists, and with the spirit of the Model Local Mission Operating Policy.

Sec. 2. However, those portions of this operating policy which are essential to the unity of the Church worldwide and are designated in bold print shall only be amended or revised from time to time by the NLPUM Executive Committee by a two-thirds (2/3) majority vote, in order to comply with changes to the Model Local Mission Operating Policy as voted by the General Conference Executive Committee in its annual meetings.

ARTICLE XIX – TRANSITORY PROVISIONS

In the event that a new provision specially stipulated or voted by higher organization requiring immediate adoption and implementation by Central Luzon Provinces Mission, and such provision has not yet been incorporated into this document, such provision shall be implemented.

Adopted this ___th day of _____ 202_ in _____, _____, _____ by the affirmative vote of the undersigned members representing a majority of the members of the organization in a special meeting duly held for the purpose.