

Bylaws of the Tri-State Center for Community Action

Article I – Principal Office

The principal office of the Tri-State Center for Community Action (Tri-State Center or TSCCA) shall be located at the Administrative Offices of the South Atlantic Conference of Seventh-day Adventists (South Atlantic Conference or SAC), 3978 Memorial Drive, Decatur, GA 30032.

Article II – Legal Status

The Tri-State Center is a church-controlled entity of the South Atlantic Conference. It is not separately incorporated with the Georgia Secretary of State.

Article III – Civic and Religious Partnerships

Section 3.1: **Partnerships:** TSCCA shall work in partnership with SDA denominational and non-SDA religious organizations, civic and humanitarian organizations, foundations, and relevant agencies of the States of Georgia, North Carolina, and South Carolina, and the Federal Government, wherever such collaboration is deemed advisable, appropriate, and compatible with the mission and ideals of the TSCCA and South Atlantic Conference.

Section 3.2: **Support for the Seventh-day Adventist Church and its Mission:** The Tri-State Center supports the SDA ethic of rendering help to our fellow human beings in their times of need.

Article IV – No Partisan Political Activity

Section 4.1: **Partisan Political Activity:** Neither TSCCA, nor any of its board members or directors acting in any capacity on behalf of TSCCA, shall be affiliated with, or involved with any partisan political activity or event, or be involved in a supporting role or opposition to them in the name of the Tri-State Center.

Section 4.2: **Political Representation at TSCCA Activities and Events:** Great care shall be taken to ensure that equal consideration is given when inviting representatives of political parties to TSCCA events and activities, wherever such invitations are deemed appropriate and advisable by the TSCCA Board of Trustees.

Article V – The Board of Trustees

Section 5.1: **The TSCCA Board of Trustees:** The Board of Trustees (the Board or the Trustees) shall be the voted members of the SAC Administrative Committee (AdCOM).

1. The Board shall be responsible for the overall policy and direction of the TSCCA and shall delegate responsibility for the day-to-day operations to the Center's Executive Director, who works in cooperation with the Steering Committee and the Board of Trustees.
2. The Board shall develop the job description and evaluation tools for the Executive Director and any paid and volunteer staff.

3. The Board shall be responsible for approving the annual TSCCA budget and subsequent disbursements, which shall not exceed the annual revenue of actual contributions.
4. The Board shall ensure that all state, federal and local laws, donors' requirements and expectations, and the purpose of the TSCCA are adhered to.
5. The Board shall present a report of the Tri-State Center's activities and financial status at each SAC Executive Committee meeting.
6. The Executive Director shall attend AdCOM meetings to present reports as requested.

Section 5.2: **Regular and Special Meetings:** SAC AdCOM members shall convene as the Board of Trustees during regular or special AdCOM meetings at the call of the SAC President.

Section 5.3: **Quorum:** Two-thirds or four of the Board members then in office (including the Chairperson) shall constitute a quorum for the transaction of business.

Section 5.4: **Voice and Vote:** All Trustees, including the Chairperson, shall have equal voice and vote. Invitees shall have voice but shall not vote.

Article VI – Officers and Members of the Board

Section 6.1: **Officers:** The officers and the Board of Trustees shall be:

1. SAC President (TSCCA Board of Trustees Chairman)
2. SAC Executive Vice President (TSCCA Vice Chairman)
3. SAC Treasurer/CFO (TSCCA Treasurer)
4. SAC General Vice President (TSCCA Board Recording Secretary/Steering Committee Chairman)
5. SAC Vice President for Education
6. SAC Vice President for Pastoral Ministries

Section 6.2: **President:** The President shall convene and serve as Chair of the Board meetings.

Section 6.3: **Executive Vice President:** The Executive Vice President, as Vice Chairman, conducts the Board meeting in the absence or unavailability of the President, with his consent, or upon his request. He or she shall be the custodian of all legal documents required by law and these bylaws to be maintained by the Center.

Section 6.4: **Treasurer:** The SAC Treasurer shall be the treasurer of record for the Tri-State Center, and may delegate the management of the center's bank account to a member of the Treasury staff. The Treasurer shall be the custodian of the Center's funds in its separate checking account, and serve as one of the designated signatories, per vote of the Trustees.

Section 6.5: **General Vice President:** The General Vice President is the Recording Secretary of the Board and Chairman of the Steering Committee. He or she acts as liaison between the Steering Committee and the Board of Trustees.

Article VII – The Steering Committee

Section 7.1: **Steering Committee CMA Training Initiatives:** The Steering Committee shall:

1. Harness the collaborative effort of SAC directors, strategic partners, and other subject-matter experts, including community engagement practitioners to deliver high level

training programs and resources to address local community needs through transformative community engagement initiatives in alignment with the SAC Strategic Plan.

2. Devise training materials and events that emphasize and demonstrate practical applications of Christ's Method Alone to effectively empower and transform the lived experiences of individuals and groups within the targeted demographics.
3. Develop the SAC CMA Project Planning Rubric for Community Engagement and present to the Board for approval (may require annual review and revision to match new vision).
4. Utilize methods such as workshops, conferences, boot camps, webinars, symposia, panel discussions, website, social media, and other available means to equip and mobilize participants in the essential areas of positive, transformational community engagement.

Section 7.2: Supporting and Funding Community Initiatives: The Steering Committee shall:

1. Recommend to the Board which local church initiatives to fund, based on their strategic alignment with the SAC CMA Project Planning Rubric for Community Engagement.
2. Review, evaluate, and advise local churches on the effective implementation and maintenance of their community engagement projects.
3. Receive and analyze scheduled progress reports of each community engagement project.

Section 7.3: Committee Membership: Full-time and Part-time SAC department and ministry directors and their associates, and selected lay members of SAC congregations (recommended by the Directors and approved by the Board of Trustees) shall comprise the Steering Committee. The Committee is chaired by the SAC General Vice President who serves as the liaison to the Board of Trustees:

SAC Departmental Directors:

- Adventist Community Services (ACS)
- Adventist-laymen Services and Industries (ASI)
- Children's Ministry
- Communication Ministry
- Disabilities Ministry and Grief Ministry
- Family Ministry
- Health Ministry
- Men's Ministry
- Multi-cultural Ministries (African, Asian, Franco-Haitian, Hispanic)
- National Service Organization (NSO)
- Pastoral Ministries
- Personal Ministries
- Prison Ministry
- Public Affairs and Religious Liberty (PARL)
- Seniors Ministry
- Stewardship
- Women's Ministry
- Youth and Young Adults

SAC Lay Members: Selected Lay Members of local SAC churches from the States of Georgia, North Carolina, and South Carolina who demonstrate aptitude and passion for community engagement through Christ's Method Alone will be asked to serve on the Steering Committee to provide non-clergy perspectives on the opportunities for strategic community engagement.

Section 7.4: **Steering Committee Meetings:** The Steering Committee shall meet monthly to plan, collaborate, implement, evaluate, and fine-tune CMA training initiatives and make recommendations to the Board of Trustees for funding local church initiatives that meet the requirements of the approved project planning rubric. The Steering Committee shall propose, and the Board shall approve, the SAC CMA Project Planning Rubric for Community Engagement.

Section 7.5: **Capital Campaigns:** The Committee shall develop an annual, multifaceted training and fundraising plan, consistent with the principles and mission of the Center, for approval by the Board. Professional and volunteer grant writers shall be utilized to assist in sourcing, developing, and securing appropriate funding to aid in the noble work of the Tri-State Center.

Section 7.6: **Executive Director:** A grant-funded Executive Director may be recruited to administer the various paperwork requirements and communications in cooperation with the Steering Committee and the Board of Trustees in carrying out the Tri-State Center's day-to-day operations and interactions with SAC churches and donors. The Executive Director oversees implementation of the voted plans and actions of the Steering Committee and the Board. Duties and expectations are noted in the Executive Director's job description and evaluation instrument as voted by the Board.

Article VIII – Books, Records and Financial Audit

Section 8.1: **Record-keeping:** The Tri-State Center shall maintain accurate and complete books and records of account and shall also keep minutes of the proceedings of the Board and other committees having and exercising any of the authority of the Board, at the Center's office.

Section 8.2: **Financial Audit:** All financial and other records may be audited at any time, by order of the Board of Trustees or the SAC Executive Committee.

Article IX – Review and Amendment of Bylaws

Section 9.1: **Bylaws Review:** These bylaws shall be reviewed annually by the Board to ensure that the Tri-State Center is compliant with its own statement of purpose and applicable policies.

Section 9.2: **Amendments:** Proposed amendments to these Bylaws require a two-thirds majority vote of those present and voting at a duly called meeting of the Steering Committee by way of recommendation to the Board of Trustees. Final vote is by the SAC Executive Committee.

Article X – Certification

These bylaws were approved at a duly called meeting of the South Atlantic Conference Executive Committee on **September 14, 2025**.