

**Constitution and By-Laws of
The North Carolina Baptist Conference of the Deaf
(Revised, 2000)**

ARTICLE I: Name

The name of this organization is the North Carolina Baptist Conference of the Deaf (hereafter referred to as NCBCD).

ARTICLE II: Purpose

NCBCD is a non-profit organization working to do the following purposes:

1. To promote fellowship among the Deaf Baptists and workers with the Deaf in North Carolina.
2. For spiritual growth among the Deaf in North Carolina.
3. To provide training and discipleship for the Deaf.
4. To spread the Gospel to the Deaf.
5. To encourage cooperation with the Southern Baptist Conference of the Deaf (SBCD), the Baptist State Convention of North Carolina (BSC-NC) and the Southern Baptist Convention (SBC).
6. To provide a channel of communication such as a newsletter or other means.

ARTICLE III: Beliefs

NCBCD accepts the Holy Scriptures as the all-sufficient guide for faith and practice. It concurs with the Baptist Faith and Message as adopted by the SBC in Kansas City, Missouri, in 1963.

ARTICLE IV: Affiliation

NCBCD shall cooperate to the fullest extent possible with all agencies of the BSC-NC, SBC and SBCD of which NCBCD considers itself a part.

ARTICLE V: Membership

The membership shall consist of the Deaf, the Hearing Impaired and workers with the Deaf who are members of their Baptist churches or Sunday School classes affiliated with the BSC-NC and the SBC.

ARTICLE VI: Messengers

Messengers to NCBCD shall be members of their Baptist churches, or Sunday School classes within the BSC-NC who have been duly elected by their churches as messengers. A church may elect as many messengers as it desires.

Messengers shall have full voting privileges. All others shall be recognized as visitors.

ARTICLE VII: Officers

The officers of NCBCD shall be mature men and women who are duly elected messengers to the session in which they are elected. They are to be of sound Christian character with proven leadership abilities. They are to be deaf persons. The officers of NCBCD shall be:

1. President
2. First Vice-President*
3. Second Vice-President*
4. Secretary
5. Treasurer

*(The Vice-Presidents should be from the Eastern and Western parts of North Carolina).

ARTICLE VIII: Committees

NCBCD shall have four (4) types of committees: an executive committee, an advisory committee, standing committees and special committees as needed.

1. Audit
2. Constitution and By-Laws
3. Credentials
4. History
5. Nominating
6. Resolutions
7. Steering
8. Missions

ARTICLE IX: Meetings

NCBCD shall hold an Annual Meeting and as many other different types of meetings as deemed appropriate by the messengers and/or the Executive Committee. The Time and Place for the Annual Meeting shall be annually at Caraway Baptist Conference Center. A two year advance notice is required if a motion is made to change the meeting place from Caraway Baptist Conference Center.

ARTICLE X: Amendments

The Constitution may be amended by a two-third (2/3) majority vote of the messengers present at the regular business session of the Annual Meeting providing the proposed amendment has been given in writing to the President of the NCBCD and the editor of the office newsletter and has been published in the

official NC Baptist Deaf News newsletter at least thirty (30) days prior to the Annual Meeting.

By-Laws

Article I: Officers

1. Terms of office: Officers shall serve from the close of the Annual Meeting in which they are elected until the close of the Annual Meeting two (2) years from that date. With the exception of the Treasurer, no officer may serve more than two (2) consecutive terms in the same office. The Treasurer may be elected without limit. However, they may be elected to another office at the end of their terms of office. No officer may serve as a committee member while serving as an officer except where required by virtue of the office by the by-laws on select committees.
2. Election: Officers shall be elected during the regular business session.

Nomination for officers shall be made in two (2) ways.

First, the nomination committee shall post its nominations prior to the annual business session.

Second, nominations may also be made from the floor. Election shall be by majority vote. Voting shall be done in the order of their nomination. If no candidate receives a majority, a run-off election shall be held between the two (2) candidates with the most votes. The election for the first and second vice-president shall consist of an election between the elected eastern vice-president and the elected western vice-president. The vice-president with the most votes will be the first vice-president, while the one with the least votes is the second vice-president. East and West will be divided on the boundary line 80% within the following counties.

WEST

Stokes
Forsyth
Davidson
Stanly
Anson

EAST

Rockingham
Guilford
Randolph
Montgomery
Richmond

3. Authority and Duties

A. President:

1. Preside at regular and called business meetings.
2. Call special business meetings as needed.
3. Serve as ex-officio member of all committees.

4. Oversee planning for and preside over the annual meeting.
5. Be one of the three signatures on NCBCD bank documents.
6. Serve as chairman of the Executive Committee.

B. First Vice-President:

1. Presides in the absence of President.
2. Serve as chairman of the Steering Committee.
3. Serve as a member of the Executive Committee.

C. Second Vice-President:

1. Preside in the absence of the President and Vice-President.
2. Serve as chairman of the Credentials Committee.
3. Serve as a member of the Executive Committee.

D. Secretary:

1. Record minutes of the annual business meeting session and board sessions.
2. Keep a permanent record of all annual business meeting sessions and board meetings.
3. Serve as a member of the Executive Committee.
4. Be one of three signatures on NCBCD bank documents.

E. Treasurer:

1. Receive and disburse all funds belonging to NCBCD bank documents.
2. Keep accurate records of all transactions.
3. Provide copies of financial reports to the N.C. Baptist Deaf Newsletter.
4. Be one of three signatures on NCBCD bank documents.
5. Present financial reports at the Executive Committee meetings and at the Annual meeting.
6. Serve as a member of the Executive Committee.

Article II: Executive Committee

A. The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Missions Committee Chair, State Missionary to the Deaf and an ex-officio advisor selected by agreement between the President of NCBCD and the State Missionary to the Deaf.

B. Authority and Duties

1. The duty of the Executive Committee is to plan the annual conference of NCBCD.
2. Prepare long-range plans which shall include the selection of conference pastor and theme that will be two (2) years ahead of time.

3. Prepare an annual budget and present it to the annual meeting for action.
4. Have charge over all funding efforts.
5. Secure and supervise an editor of the N.C. Baptist Deaf Newsletter.
6. Meet at least three times a year to plan, organize and carry out their responsibilities. They are:
 - a. First meeting within nine months prior to the annual meeting.
 - b. Second meeting within six months prior to the annual meeting.
 - c. Third meeting at least three months prior to the business session of the annual meeting.

Article III: Committees

1. Standing Committees

A. There are two kinds of standing committees. They are:

1. Appointed Committees: Comprised of five (5) members.

- a. Audit
- b. Credentials
- c. Nominating
- d. Resolutions
- e. Steering

2. Elected Committees: Comprised of six (6) members, two being elected each year to three (3) year terms. At least fifty percent (50%) of each committee must be Deaf. No person may be elected to more than two (2) consecutive terms (a total of six years) and must be off that committee for at least one year before being eligible for re-election. Committees shall be elected during the regular business session at the same time and in the same manner as the officers. Election will be by simple majority of votes cast. The committees are:

- a. Constitution and By-Laws
- b. History
- c. Missions

B. Authority and Duties

1. Appointed Committees:

- a. Audit Committee: Review all NCBCD. financial records and the Treasurer's annual report and certify their accuracy.
- b. Credentials Committee: Review the documentation of each messenger present to determine who are properly qualified messengers. The committee will authorize a messenger registration form.
- c. Nominating Committee: Report to the general assembly, during committee reports, a slate of qualified persons willing to serve if elected as officers, trustees and committee members.
- d. Resolutions Committee: Report to the general assembly, during committee reports, resolutions for action by the messengers.
- e. Steering Committee: Prior to the annual regular business meeting

session receive and screen motions that are to be made during the regular business session with the exception of motions related to the matters-at-hand "Subsidiary Motions" and "Incidental Motions."

2. Elected Committees:

- a. Constitution and By-Laws Committee: Study the constitution and by-laws for necessary recommendation in updating them. See to it that current copies are maintained and available to the public at each annual meeting. Maintain a list of qualified persons who may act as parliamentarians during the business sessions and board meetings.
- b. History Committee: Collect and maintain in their archives materials related to North Carolina Baptist Deaf work. Publish a report in the "North Carolina Baptist Deaf News" newsletter at least once a year.
- c. Missions Committee: Evaluate and collect data for the annual meeting concerning state, national and world mission needs, administer funding in relation to these needs, promote participation in Deaf mission work and the chair of the committee will serve as a member of the Executive Committee.

3. Special Committees:

- a. Local Arrangements Committee: Appointed by the current President and will serve until the conclusion of the conference for which they are appointed. The size is at the discretion of the President. The duties are to work with the Executive Committee for the making of all the hospitality arrangements.
- b. As other needs arise, a special committee may be created to speak to those needs. The selection process, terms of service, committee size and duties of the committee are to be defined in the motions which propose their creation.

Article IV: Financial Guidelines

1. The Treasurer is the primary financial officer of the organization.
2. The Treasurer will comply with all financial guidelines as described in Article 3 section "e" of these by-laws.
3. The Treasurer will select two people to take up offerings and count offerings. These people will submit a written report for the Treasurer's record of all counted offerings.
4. No family member of the Treasurer can be a signatory to any accounts.
5. No ATM or credit/debit cards are to be issued on any NCBCD accounts.
6. There are to be two signers for all checks drawn on NCBCD accounts.
7. Transfer of funds to any newly elected Treasurer must be done within one month of elections.

Article V: Newsletter

NCBCD will have an official newsletter. The name of the newsletter is North Carolina Baptist Deaf News. The newsletter shall be under the direction of an editor who shall be secured and supervised by the Executive Committee. The newsletter will be funded by the Baptist State Convention of North Carolina.

Article VI: Procedures of Business Meetings

1. The Parliamentarian shall be appointed by the President from a list of qualified persons provided by the Constitution and By-Laws Committee.
2. NCBCD shall be conducted according to the rules and procedures of Robert's Rules of Order with the exception of those areas of departure stated in the NCBCD Constitution and By-Laws.
3. Quorum: a quorum shall consist of fifty percent (50%) of the registered messengers.
4. Agenda: the order of the business meeting should follow this basic pattern:
 - a. Brief devotion and prayer
 - b. Presentation of minutes
 - c. Presentation of Roll Call
 1. Church
 2. Deaf
 3. Hearing
 4. Deacons
 5. Sunday School teachers
 6. Pastors
 7. Interpreters
 8. Visitors
 - d. Treasurer's Report
 - e. Committee Reports
 - f. Unfinished Business
 - g. New Business
 - h. Elections
 - i. Benediction

Article VII: Vacancies

Should a vacancy occur before the next election, the Executive Committee may appoint someone to fill the vacancy unless the By-Laws make other provisions for filling the vacancy.

Article VIII: Controversy

In case of a controversy of a serious nature the matter is to be referred to the Executive Committee.

Article IX: Amendments

Amendments to the By-Laws must be screened by the Steering Committee prior to the regularly scheduled business session. Such amendments must be approved by a two-thirds (2/3) majority vote of the messengers present at the regular business session.

Article X: Dissolution

1. The By-Laws will continue in effect unless and until dissolved by the messengers herein. In the event of dissolution of this organization, any and all assets of said organization, movable and immovable, or other necessary means, and said cash monies will be deposited and held in escrow under the direction of the Executive Board of the Baptist State Convention of North Carolina.
2. The principal monies and interest in the aforementioned escrow account will remain in the account to be used only in the event that the organization of NCBCD is reestablished. Should a period of five (5) years pass and NCBCD not be reestablished, funds will be given to North Carolina Baptist Deaf Mission causes.

Adopted October 17, 1987
Revised 2000
Revised 2009

Motion

Motion # _____

Date: _____

Maker of Motion: _____

Motion:

Seconded by: _____

Passed: ____ **Failed:** ____ **Tabled:** ____ **Amended:** ____

Amendment:

Made by: _____

Seconded: _____

Passed: ____ **Failed:** ____