

**Constitution and By-Laws of  
The North Carolina Baptist Conference of the Deaf  
(Revised, 1997, 2000, 2009, 2012)**

**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: Auxiliaries**

**NCBCD may have auxiliary organizations connected to NCBCD as it so desires. Auxiliaries shall be added by a vote of the messengers. These are the auxiliaries:**

1. Jr. NCBCD

### **ARTICLE X: 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 XI: Amendments**

**The Constitution may be amended by a two-thirds (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 webmaster (or whoever is responsible for the website) and has been published on the NCBCD website at least thirty (30) days prior to the Annual Meeting. If for any reason the website cannot be maintained the Executive Committee has the authority to make other plans for sharing information concerning Constitution amendments.**

## **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 absence of President
2. Serve as Chairman of Steering Committee
3. **Serve as Chairman of Credentials Committee**
4. Serve as a member of the Executive Committee

#### C. Second Vice-President

1. Preside in the absence of the President and First Vice-President
2. **Coordinate the program of the Jr. NCBCD including selecting Jr. NCBCD leader, speaker, and other needed personnel. Work with Jr. NCBCD in preparation for the conference and during the conference to make sure everything is going properly. Report to Executive Committee all plans for Jr. NCBCD.**
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: Auxiliary Matters

1. The Conference shall sponsor the Junior North Carolina Baptist Conference of the Deaf (Jr. NCBCD) as an auxiliary. The purpose of the Jr. NCBCD is to encourage and training Deaf youth and other young people to be involved in the work of God especially as related to Deaf people.
2. Jr. NCBCD will start at twelve years of age. As a general rule the upper age limit will be twenty-one or people of college age who may want to participate with Jr. NCBCD. Upper age participation will be decided from year to year by the Executive Committee of NCBCD.
3. Jr. NCBCD will be coordinated by the Second Vice-President of NCBCD and by the people selected by the Second Vice-President to lead the annual meeting of Jr. NCBCD. The Second Vice-President should coordinate and plan Jr. NCBCD with consultation from Jr. NCBCD participants. The Second Vice-President will work to develop young Christian leaders from Jr. NCBCD.

#### **Article V: 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 1 section 3 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: Website

NCBCD will have an official website that will serve as a tool for communication with Deaf Baptists and others in North Carolina and beyond. The website shall be under the direction of a webmaster who will be secured and supervised by the Executive Committee. The website will contain information about NCBCD, promotion for the annual meeting, registration forms, and other matters of interest for NCBCD as determined by the webmaster and/or the Executive Committee. The website shall be funded by the budget of NCBCD. If for any reason the website cannot be maintained the Executive Committee has the

authority to make other plans for sharing information concerning NCBCD and its annual meeting.

### **Article VII: 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 VIII: 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 IX: Controversy**

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

### **Article X: 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 XI: 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 1997

Revised 2000

Revised 2009

Revised 2012

# Motion

Motion # \_\_\_\_\_

Date: \_\_\_\_\_

Maker of Motion: \_\_\_\_\_

Motion:

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Seconded by: \_\_\_\_\_

Passed: \_\_\_\_ Failed: \_\_\_\_ Tabled: \_\_\_\_ Amended: \_\_\_\_

Amendment:

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Made by: \_\_\_\_\_

Seconded: \_\_\_\_\_

Passed: \_\_\_\_ Failed: \_\_\_\_