

Bylaws of the South Carolina Baptist Conference of the Deaf

Article I: Officers

The officers of the Conference must be men and women of Southern Baptist affiliation, of sound Christian character, with recognized ability and performance in church work. They must have attended the SCBCD annual sessions for at least two consecutive years immediately prior to being considered for election. The election of officers shall be held biannually at the close of the regular Conference business meeting on Saturday afternoon. No officer, except the treasurer, may serve more than two consecutive terms in the same office, but may be elected to another office. The treasurer will be able to serve as many years as the Conference elects him/her.

Article II: Duties of the Officers

1. The President shall:

- a) Preside over the regular or called meetings of the Conference.**
- b) Serve as an ex-officio member of all committees and as chairman of the Executive Board.**
- c) Be responsible for the operation of the programs for the Conference meetings.**
- d) Appoint Finance committee, nominating committee, interpreter(s), and a parliamentarian whose responsibility it shall be to see that Robert's Rules of Order are followed in the business meeting.**
- e) Be responsible to select the conference pastor for next two years' conference.**

2. The First Vice-President shall:

- a) Preside in the absence of the President, or at the President's request.**
- b) Serve as chairperson of other temporary committees as requested by the President.**

3. The Second Vice-President shall:

- a) Be responsible for coordination of the programs of the children and the Junior SCBCD and selection of the Jr.SCBCD guest speaker.**
- b) Be responsible for childcare.**

4. The Secretary shall:

- a) Keep a permanent record of all meetings, including meetings of the Executive Board.**
- b) Submit one copy of the Conference minutes to the President at least forty-five (45) days prior to the annual meeting and 30 days after the annual meeting.**
- c) Edit the SCBCD newsletter.**

5. The Treasurer shall:

- a) Have charge of all contributions and expenditures. The records of the Treasurer shall be audited by the Finance Committee, prior to, or at, the regular meeting of the Conference.**
- b) Serve as coordinator of ushers for the annual meeting, or select a coordinator.**

6. The Parliamentarian shall:

- a) Be appointed by the President.**
- b) Be responsible for maintaining order in the meetings, subject to Roberts Rules of Order.**

Article III: Duties of Committees

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- 1. Executive Board meetings may be called by the President or may be requested by any of the Board members. Majority of its members must be present to constitute a quorum. The President shall serve as chairperson of the Executive Board. The Board shall have administrative responsibility for the Conference.**
- 2. The Executive Board will meet a minimum of four (4) times each year, once at the end of the conference meeting, once at the beginning of the next conference meeting, and at least two other times during the year.**
- 3. The Executive Board shall develop and maintain a "Policy and Procedure" plan for SCBCD to help officers and committee members know what their responsibilities are and the procedures for carrying out those responsibilities.**

4. The Finance Committee shall:

- a) Assist the Treasurer in collections and offerings.**

- b) Serve as auditors of the Treasurer's accounting books.**
 - c) Submit an audit report to the Secretary to be published and distributed to all members.**
- 5. The Nominating Committee, only one of whom may be a current officer, shall:**
- a) Present a slate of nominees at the conference business meeting.**
 - b) Contact prospective nominees at the beginning of the Conference meeting. Each nominee shall be voted on separately, and additional nominations shall be accepted from the floor at the appropriate time.**

Article IV: Order of Business

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 - 1. The business meeting shall:**
 - a) Open a meeting with a prayer**
 - b) Be conducted according to Robert's Rules of Order.**
 - c) Include the reading, discussion, and approval of the minutes of the last meeting (or discussion and approval if they have been previously printed and distributed).**
 - d) Include a vote on the new officers.**
 - e) Include a report of the Treasurer, after the current audit has been made, and whatever other new or old business the membership may deem necessary and desirable.**
 - f) Close the meeting with a prayer**
 - 1. The final portion of the business meeting should be the recognition and installation of the new officers who shall assume their duties at the close of the meeting on Sunday.**

Article V: Junior South Carolina Baptist Conference of the Deaf (Jr. SCBCD)

- 1. The Conference shall sponsor the Junior South Carolina Baptist Conference of the Deaf for the purpose of encouraging and training Deaf and other young people to be involved in the work of the Kingdom of God, especially as related to Deaf people.**
- 2. The Second Vice-President of the SCBCD shall be responsible for coordination of the programs of the children and the Junior SCBCD and the selection of the Jr. SCBCD guest speaker.**

3. The Second Vice-President of the SCBCD shall have a right to select persons to serve on this youth group and to help carry out these responsibilities.

Article VI: Finances

1. Members may contribute to the South Carolina Baptist Conference of the Deaf directly or by designated gifts through their local churches. Members and churches are encouraged to contribute financial support to the Conference, and such contributions should be sent to the treasurer.
2. Offerings received at the Conference shall be merged into one account and shall be expended by the treasurer as needed to meet the financial obligations of the Conference.
3. Special offerings may be considered as the need arises but must be recommended by the Executive Board.
4. The Conference shall collect a registration fee that is to be considered separate from the offerings. This fee will be set by the Executive Board.
5. The Executive Board shall approve expenditures and keep a record of them, including the balance of auditing purposes.

Article VII: Vacancies

1. Should a vacancy occur between the regular Conference meetings, the Executive Board shall appoint a person to fill the vacancy until the next regular meeting of the Conference.
2. The newly appointed person named to fill the vacancy must take an oath before the Executive Board.

Article VIII: Conference Pastor

1. The Conference pastor and the Jr. SCBCD guest speaker must be an active member of a Southern Baptist Church.
2. A selection of the conference pastor/Jr. SCBCD guest speaker must be approved by the Executive Board.

Article IX: Messengers

All conference attendees who are active members of churches affiliated with the South Carolina Baptist Convention shall be considered messengers from their churches to the Conference.

Article X: Amendments

1. The Bylaws shall be amended by vote of at least two-thirds of the members present at any regular meeting of the Conference.

- 2. Such proposed amendments shall be in writing and in the hands of the First Vice-President at least thirty (30) days prior to the regular Conference meeting.**
- 3. The First Vice-President shall distribute copies to all Executive Board members at least twenty (20) days prior to the regular meeting.**
- 4. The proposed amendment shall be reviewed by the Executive Board, which shall determine whether to table the proposed amendment, revise it, or present it as is for a vote of the Conference.**
- 5. The Vice-President shall then prepare copies for distribution at the beginning of the Conference meeting on Friday afternoon.**

Article XI: Review of Bylaws

These Bylaws must be reviewed whenever is necessary by a committee appointed by the President who is serving at the time the reviewing begins.