

SBCD

Charter of Incorporation,

By-Laws,

and

Policy & Procedure Manual

Southern Baptist Conference of the Deaf, Inc.

Last revised, July 20, 2011

TABLE OF CONTENTS

CHARTER OF INCORPORATION	3
BY- LAWS	5
ARTICLE ONE: NAME	5
ARTICLE TWO: PURPOSE	5
ARTICLE THREE: BELIEFS	5
ARTICLE FOUR: AFFILIATION	5
ARTICLE FIVE: MEMBERSHIP	5
ARTICLE SIX: MEETINGS	5
ARTICLE SEVEN: BOARD OF DIRECTORS	6
ARTICLE EIGHT: OFFICERS	6
ARTICLE NINE: CHECKS AND BONDS	8
ARTICLE TEN: COMMITTEES	8
ARTICLE ELEVEN: MEDIA	13
ARTICLE TWELVE: PROCEDURES AND AGENDA	13
ARTICLE THIRTEEN: RESIGNATIONS/VACANCIES	14
ARTICLE FOURTEEN: AMENDMENTS	14
ARTICLE FIFTEEN: CONTROVERSY	15
POLICY & PROCEDURE MANUAL FOR SBCD AND ITS AUXILIARIES	16
I. SBCD IDENTITY	16
II. PURPOSE OF SBCD	16
III. SBCD RELATIONSHIPS	16
IV. SBCD OPERATIONS	16
V. CONVENTION SITE GUIDELINES	17
VI. REGISTRATION	17
VII. PROGRAMS	19
VIII. POSITION SPECIFICATIONS	20
IX. JOB DESCRIPTIONS	22
X. EPHPHATHA DEAF MINISTRY TRAINING SCHOLARSHIP FUND	33
XI. FUNDRAISING	33
XII. ORIENTATION TRAINING AND SERVICE COMMITMENT	33
XIII. PARLIAMENTARY PROCEDURES	34
XIV. MISSION WORK	35
XV. FINANCES	36
XVI. PUBLISHING	38
XVII. SUCCESSION OF OFFICERS	38
XVIII. DISSOLUTION PROCEDURES	38
XIX. AMENDMENTS	39
XX. SERVICE SUPPORT PROVIDER	39
APPENDIX A	40
<i>RECORD of PROCEEDINGS</i>	40
APPENDIX B	41
<i>MAIN MOTION FORM</i>	41
APPENDIX C	42
<i>TABLE OF COMMONLY USED MOTIONS</i>	42

**STATE OF TENNESSEE
CHARTER OF INCORPORATION
OF
THE SOUTHERN BAPTIST CONFERENCE OF THE DEAF, INC.**

The undersigned natural persons, having capacity to contract and acting as the incorporators of a corporation under the Tennessee Non-Profit Corporation Act adopt the following Charter for such corporation:

1. The name of the corporation is The Southern Baptist Conference of the Deaf, Inc.
2. The duration of the corporation is perpetual.
3. The address of the principal office of the corporation is 575 Caton Street, Seymour, Tennessee 37865. Said office is located in Knox County, Tennessee.
4. This corporation is not for profit and is a public benefit corporation. Further, said corporation is a religious corporation. The corporation will have members.
5. The purposes for which this corporation is organized:
 - (A) To operate exclusively for charitable and educational purposes, including but not limited to:
 - (1) To provide a vehicle for obeying the Great Commission (Matthew 28:19-20) with respect to deaf people by personal witnessing, evangelism, home missions, foreign missions, and discipleship.
 - (2) To provide opportunities for training in local church settings, in state conferences, and on the national level to help equip people in all aspects of the deaf ministry.
 - (3) To serve as a liaison between the Southern Baptist Convention (SBC) and deaf persons, interpreting the needs and functions of the one to the other.
 - (4) To provide a channel of communication within the Southern Baptist deaf community.
 - (5) To provide an understanding of deafness and of the needs of deaf people to the community at large.
 - (6) To provide opportunities for inspirational worship experiences.
 - (7) To provide opportunities for Christian fellowship.
 - (B) To exercise any and all lawful powers conferred upon corporations formed under the Tennessee Non-profit Corporation Act, in order to accomplish as charitable, and educational purposes. Said purposes include, but are not limited to the power to accept donations and grants of money and/or property, whether real or personal, and any interest therein wherever situated so long as said donation or grant does not violate section 9(G) of this Charter.
6. The corporation shall be made up of messengers who are deaf people and deaf ministry workers who are active members of Southern Baptist churches and who have been duly elected by their churches as messengers and have secured the signature of their staff or church officer on the Southern Baptist Conference of the Deaf registration form. A church may elect a maximum of 20 qualified messengers. A messenger shall serve from the day he or she registers for the conference through the last day of the conference.)
7. The first Board of Directors shall consist of the incorporators who shall serve until their successors are duly elected.
8. Liability of any Director or any member for monetary damages for breach of fiduciary duty as a Director is eliminated as provided in Tenn. Code Ann # 48-52-102.
9. Provisions for the regulation of the internal affairs of the corporation, except as provided in this Charter, shall be as determined by the By-Laws initially adopted and revised or modified from time to time by the Membership. At all times, notwithstanding, any change of name, merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, or any other provision hereof,
 - (A) The corporation shall not possess or exercise any power or authority either expressly, by interpretation, or by operation of law that will prevent it at any time from qualifying, and continuing to qualify, as a corporation described in Sections 501(c)(3), 170(b)(1)(A)(vi) and 170(c)(2) of the Internal Revenue Code of 1954 as amended (hereafter referred to as "the Code"), contributions to which are deductible for federal income tax purposes; nor shall it engage directly or indirectly in any activity which would cause the loss of such qualification.
 - (B) No part of the assets or net earnings of the corporation shall be used, nor shall the corporation ever be organized or operated, for purposes that are not exclusively charitable or educational within the meaning of Section 501(c)(3) of the Code.
 - (C) The corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.
 - (D) No part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation as these prohibited activities are defined by law: nor shall it participate or intervene in any manner, or to any extent, in any political campaign on behalf of any candidate for public office, whether by publishing or distributing statements, or otherwise.

- (E) At no time shall the corporation engage in any activities which are unlawful under the laws of the United States of America, the State of Tennessee, or any other jurisdiction where its activities are carried on; nor shall it engage in any transaction defined at the time as "prohibited" under Section 503 of the Code.
 - (F) No compensation, loan, or other payment shall be paid or made to any officer, board member, creator, or organizer of the corporation, or substantial contributor to it, except as reasonable compensation for services rendered and/or as a reasonable allowance for authorized expenditures incurred on behalf of the corporation; and no part of the assets or net earnings, current or accumulated, of the corporation shall ever be distributed to or divided among such persons, or inure to, be used for, accrue to, or benefit any such person or private individual (under the prohibition contained in Section 501(c)(3) of the Code.)
 - (G) No solicitation of contributions to the corporation shall be made, and no gift, bequest, or devise to the corporation shall be accepted, upon any condition or limitation which, in the opinion of the corporation, may cause the corporation to lose its federal income tax exemption.
 - (H) The corporation shall distribute its income for each taxable year at such time and in such manner as not to subject the corporation to tax under Section 4942(a) of the Code.
 - (I) The corporation shall not engage in any act of self-dealing, as defined in Section 4941 (d) of the Code.
 - (J) The corporation shall not retain any excess business holdings, as defined in Section 4943(c) of the Code.
 - (K) The corporation shall not make any investments in such a manner as to subject the corporation to tax under Section 4944 of the Code.
 - (L) The corporation shall not make any taxable expenditure as defined in Section 4945(d) of the Code.
10. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

**BY- LAWS
OF
THE SOUTHERN BAPTIST CONFERENCE OF THE DEAF, INC.**

ARTICLE ONE: NAME

The name of this organization is Southern Baptist Conference of the Deaf, Inc. (hereafter referred to as SBCD).

ARTICLE TWO: PURPOSE

SBCD is a non-profit organization formed for the following purposes:

1. To provide a vehicle for fulfilling the Great Commission (Matthew 28:19-20) with respect to deaf people by personal witnessing, evangelism, discipleship and involvement with North American and International Missions.
2. To provide opportunities for training in local church settings, in state conferences, and on the national level to help equip people in all aspects of the deaf ministry.
3. To assist deaf ministries & churches with the Southern Baptist Convention (SBC) and to identify and promote the needs and functions of the one another in the deaf community-
4. To provide a way of open communication within the Southern Baptist deaf community.
5. To provide an understanding of deafness and the needs of deaf people to the community at large.
6. To provide opportunities for inspirational worship and Christian fellowship.

ARTICLE THREE: BELIEFS

SBCD accepts the Holy Scriptures as the all-sufficient guide authority for faith and practice. It concurs with the Baptist Faith and Message as adopted by the SBC in 2000.

ARTICLE FOUR: AFFILIATION

SBCD shall cooperate to the fullest extent possible with all agencies of the Southern Baptist Convention.

ARTICLE FIVE: MEMBERSHIP

Messengers to SBCD are deaf people and deaf ministry workers who are active members of Southern Baptist churches and who have been duly elected by their churches as messengers and have secured the signature of their staff or church officer on the SBCD registration form. A church may elect a maximum of 20 qualified messengers. Messengers shall have full voting privileges. All other shall be recognized as visitors.

ARTICLE SIX: MEETINGS

SBCD shall conduct business annually during the conference week. The Executive Committee is empowered to designate the times when such business matters be considered. The time and place for the annual meeting shall be decided two (2) years in advance by the majority vote of the messengers after recommendation by the Time and Place Committee. This annual meeting shall be held at any location in the United States of America.

1. An official letter of invitation from the prospective host must be made in writing and promoted in person by its designated representative to the Time and Place Committee by the second (2nd) day of the annual meeting, three (3) years in advance. If no invitation is received, the Executive Committee shall have the authority to determine the time and place.
2. Special Meetings: Special meetings may be called by the President or upon request of a two-third majority of the Board of Directors or by majority of the messengers.
3. Notice of Meetings: Notice of the annual meetings or special meetings stating the place, date, time, and purpose

shall be mailed to each messenger not less than ten (10) nor more than thirty (30) days before such meeting. Quorum: The quorum for the conference will consist of all messengers present at any designated time of business. Meetings shall be conducted pursuant to Robert's Rule of Order.

ARTICLE SEVEN: BOARD of DIRECTORS

1. SBCD will have a Board of Directors composed of six (6) messengers. Directors will be mature, deaf or hearing men and women who are duly elected messengers to the session in which they are elected. They are to be of sound Christian characters, with proven leadership ability. At least fifty percent (50%) of the Directors must be deaf.
2. Term of Service: Directors shall serve from the close of the annual meeting in which they are elected, until the close of the annual meeting three (3) years later. A Director may not be elected to serve more than two (2) consecutive terms. No Director may serve as an officer, auxiliary, or affiliated head, or be a committee member while serving as a Director except as required by virtue of the office being held.
3. Directors shall be elected during the regular business session at the same time and in the same manner as the officers. Their term shall be for three (3) years. Election will be by simple majority of the votes cast at the meeting. Two (2) of the six (6) Directors shall be elected at each conference. Therefore, the original Board of Directors shall consist of two (2) elected for a one-year term; two (2) for a two-year term; and two (2) for a three-year term.
4. Responsibilities (Duties):
 - 4.1. Prepare and present as needed to the annual meeting long range plans which shall include: Operational needs for the SBCD, directions in which the SBCD should go in its mission's efforts, and themes of future conference programs.
 - 4.2. Prepare an annual budget and present it to the annual meeting for action.
 - 4.3. Have charge over all funding efforts.
 - 4.4. Hire and dismiss all permanent employees with the advice and consent of the Executive Committee.
 - 4.5. Choose one of its messengers to act as a liaison with each of the following: Executive Committee and each of the auxiliaries.
 - 4.6. Secure and supervise an editor for the Together With SBCD (TWSBCD) newsletter; Webmaster and Assistant Treasurer.
 - 4.7. Meet at least once a year to organize and plan the carrying out of their responsibilities. The annual meeting or any special meetings shall be called by the President or one-third of the members of the Board of Directors.
5. A quorum of the Board of Directors shall consist of four (4) messengers of the Directors. However, in the event a quorum is not present, the Directors shall have the authority to temporarily suspend the membership of any Director (and thereby reduce the number necessary for a quorum by an equal number) or permanently dismiss for failure to attend. A permanent dismissal shall be upon notice, unless a Director has three (3) unexcused absences within a term. In said event, the Directors have the authority without notice to remove said Director.
6. Vacancies: Any vacancy, whether occurring by death or resignation or termination of the Directors may be filled majority vote of the Board of Directors. A dismissal other than that provided in paragraph 5 above must be approved by a quorum.
7. Notice of meetings: A written notice of each meeting shall be given by the secretary of the Board of Directors no less than five (5) business days before such meeting.

ARTICLE EIGHT: OFFICERS

1. The messengers shall select and elect the officers of President, First Vice-President, Second Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
2. The officers of SBCD 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 and at least 18 years of age at the time of the election. They are to be deaf persons, with the exception of the assistant secretary who may be a hearing person.
3. Terms of office: Officers shall serve from the close of the annual meeting in which they are elected until the close of the next annual meeting. No officer, except the treasurer, may serve more than two (2) consecutive terms in the same office. However, any officer may be elected to another office at the end of their term of office regardless of the above-stated limitations on terms. No officer may serve as a Director, auxiliary head, or be a committee

member while serving as an officer except as required by virtue of the office being held.

4. Election: Officers shall be elected during the regular business session. Nominations for officers shall be made in two (2) ways. The nominating committee shall present its nominations at committee report time of the business session. Nominations may also be made from the floor. Elections shall be by majority vote of the messengers present. If no candidate received a majority, a run-off election shall be held between the two (2) candidates with the most votes.
5. Duties of Officers:
 - 5.1. President: The President shall be the chief executive officer of SBCD, subject to the direction of the membership and the Board of Directors, and shall have general charge of the business affairs of the corporation and its operations. The President, with any other officer duly authorized, may sign and execute in the name of the corporation, contracts, agreements, or other instruments duly authorized, except in cases where the signing and execution thereof shall be expressly delegated by the membership for the Board of Directors to some other officer or agent. The President shall also preside at regular and called business meetings; call special business meetings as needed; serve as ex-officio member of all committees; serve as chairperson of Executive Committee; appoint Local Arrangement Committee; and coordinate planning for and preside over the annual meeting.
 - 5.2. First Vice-President: During the absence or disability of the President, the First Vice-President shall exercise all functions of the President, and when so acting shall have all the powers or and be subject to all the instructions upon the President. If the office of the President should become vacant, the First Vice-President shall have such other powers and duties as may be assigned to said person from time to time by the President. The First Vice-President shall also serve as chairperson of the Steering Committee, and serve as a member of the Executive Committee.
 - 5.3. Second Vice-President: The Second Vice-President shall in the absence of the President and First Vice-President act in the place of the President as set forth herein above for the First Vice-President. Furthermore, he shall serve as chairperson of the Credentials Committee, and serve as a member of the Executive Committee.
 - 5.4. Secretary: The Secretary shall keep, or cause to be kept, a record of all proceedings of the meetings of the corporation and of the Board of Directors; and shall cause all notices to be duly given in accordance with the provisions of these By-laws. In this regard, the Secretary shall be required to record minutes of annual meeting business sessions; record minutes of Executive Committee business sessions; keep a permanent record of all Annual meeting and Executive Committee business sessions, and provide copies to the President; provide copies of minutes of Annual Meeting and Executive Committee business sessions to the TWSBCD Editor for publication, and serve as a member of the Executive Committee.
 - 5.5. Assistant Secretary: The Assistant Secretary shall serve as Secretary in the absence of the Secretary. Furthermore, the Assistant Secretary shall assist the Secretary in recording minutes of annual meeting and Executive business sessions and serve as a member of the Executive Committee.
 - 5.6. Treasurer: The Treasurer shall have charge of supervision over, and be responsible for the funds, securities, receipts, and disbursements of the corporation; shall oversee any fundraising project by any committee; shall ascertain that each committee's fundraising project is audited before the Treasurer receives the receipt; shall keep or cause to be kept, all the books of account of the business and transactions of the corporation; shall render necessary statements of the financial condition of the corporation and of all transactions as Treasurer; and shall render a full financial report, based on the books and accounts at the annual meeting. In this regard and in addition to the above noted duties, the Treasurer shall be required to provide copies of financial reports to the Together with SBCD Editor for publication; present annual financial report to the annual meeting business session; and serve as a member of the Executive Committee.
 - 5.7. Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer as needed; shall assume the duties of the Treasurer when required; shall perform all duties delegated by the Treasurer and the SBCD President.
 - 5.8. Parliamentarian: The Parliamentarian shall be appointed by the President from a list of qualified persons provided by the By-Laws Committee.

ARTICLE NINE: CHECKS AND BONDS

The President, the Treasurer, the Assistant Treasurer, and the two (2) second-year Trustees shall be authorized to sign checks and drafts of the corporation, two (2) signatures being required (but not co-signed by both Treasurer and Assistant Treasurer), and the person so authorized shall be required to give bond for the faithful discharge of their duties in such sum and with such surety as the Board of Directors may determine, the expense of such bonding to be paid by the corporation.

ARTICLE TEN: COMMITTEES

The following committees are hereby established:

1. Executive Committee:

- 1.1. The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, the chair of each of the auxiliary, the chairperson of By-Laws, Child Care, Education, JrSBCD, International Missions, and North American Missions committees.
- 1.2. The duty of the Executive Committee is to plan the annual conference of SBCD.

2. Committees:

- 2.1. There shall be two types of standing committees to SBCD: appointed and elected.
 - 2.1.1. Appointed Committees shall be comprised of five (5) members and are appointed for one (1) year terms by the President. Appointed Committees shall be audit, credentials, nominating, resolutions, and steering.
 - 2.1.2. Elected Committees are comprised of six (6) messengers, two (2) 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). Committees shall be elected during the regular business sessions. No person shall serve on more than one (1) committee while serving as a committee member except where required by virtue of the office being held. Election will be by simple majority of the votes cast. The elected committees are: By-Laws, Child Care, Education, History, Time and Place, JrSBCD, International Mission, and North American Mission.

2.2. Authority and Duties:

2.2.1. Appointed Committees:

- 2.2.1.1. Audit Committee – Review all SBCD financial records and the Treasurer's annual report and certify their accuracy.
- 2.2.1.2. Credentials Committee – Review the documentation of each messenger present to determine who is properly qualified. The committee will authorize a messenger registration form.
- 2.2.1.3. Nominating Committee – Report to the general assembly during committee reports, a slate of qualified persons willing to serve if elected as officers, directors, and committee members.
- 2.2.1.4. Resolutions Committee – Report to the general assembly during committee reports, resolutions for action by the messengers.
- 2.2.1.5. Steering Committee – Prior to the annual meeting's regular business sessions, receive and screen motions that are to be made during the regular business session with the exception of motions related to the matter-at-hand, Subsidiary Motions and Incidental Motions.

2.2.2. Elected Committees:

- 2.2.2.1. By-Laws Committee – Study the 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, board meetings, and executive meetings. The chairperson of the By-Laws Committee shall serve as a member of the Executive Committee.
- 2.2.2.2. KidSBCD Committee – Shall oversee the coordination of child care programs from 5 to 12 years of age; shall be actively involved as a sponsor throughout the whole conference week; shall appoint sufficient additional SBCD adult sponsors for the week to make a ratio of: 1:6.

- Shall have a chairperson who shall serve no more than two (2) one-year consecutive terms as chair, and shall supervise the KidSBCD program. The chairperson shall serve as a member of the Executive Committee.
- 2.2.2.3. LittleKidSBCD Committee – Shall oversee the coordination of child care programs from 0 to 4 years of age; shall be actively involved as a sponsor throughout the whole conference week to make a ratio of: (a) age 0 to 1, 1:3 and (b) age 2 to 4, 1:4. Shall have a chairperson who shall serve no more than two (2) one-year consecutive terms as chair, and shall supervise the LittleKidSBCD program. The chairperson shall serve as a member of the Executive Committee in the absence of the LittleKidSBCD chair.
 - 2.2.2.4. Education Committee – Shall advocate for, plan, and develop Ministry Training Opportunities for the deaf, serve as the SBCD's official liaison to education related organizations such as Seminaries, Colleges, etc., promote ministry training among the deaf, evaluate ministry training opportunities for the deaf, receive & process the applications from people for Ephphatha Deaf Ministry Training Scholarship, and report their work to the general assembly. The chairperson shall serve as a member of the Executive Committee.
 - 2.2.2.5. History Committee – Collect and maintain, in their archives, material related to Southern Baptist deaf work. Publish a report in the TWSBCD newsletter at least once a year.
 - 2.2.2.6. JrSBCD Committee – Shall plan and oversee JrSBCD program; shall be actively involve as sponsors throughout the whole conference week; shall appoint sufficient additional SBCD adult sponsors for the week to make a ratio of 1 to12, shall have a chairperson who shall serve no more shall two (2) one-year consecutive terms and shall supervise the program. The chairperson of the JrSBCD Committee shall serve as a member of the Executive Committee. He or she shall make a report to SBCD.
 - 2.2.2.7. Time and Place Committee – Receive, screen, and solicit invitations for future SBCD meeting sites and make proposals to the general assembly.
 - 2.2.2.8. International Missions Committee (IMC) – Gather information concerning international deaf mission needs. Promote international deaf missions participation and evaluate international deaf mission's opportunities. Administer International Deaf Mission funds (John W. Michaels Missions Offering) with the approval of the general assembly or the Executive Committee, ad interim, and report their work to general assembly. The chairperson of the International Missions Committee shall serve as a member of the SBCD Executive Committee. The International Missions Committee shall serve as the official liaison to the International Mission Board concerning joint mission endeavors between SBCD and the International Mission Board.
 - 2.2.2.9. North American Missions Committee (NAMC) – Gather information concerning North American deaf mission participation. Evaluate North American deaf mission's opportunities. Administer North American Deaf Mission Funds (Bearden/Bruffey Missions Offering) with the approval of the general assembly. The chairperson of the North American Missions Committee shall serve as a liaison to the North American Mission Board (NAMB) concerning joint mission endeavors between SBCD and the NAMB.
- 2.2.3. Special Committees:
- 2.2.3.1. Local Arrangements Committee - Appointed by the current President and will serve until the conclusion of the convention for which they were 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.
 - 2.2.3.2. The President shall appoint other committees as he may, with the advice of the Director, deem necessary, the selection process, term of services, committee size and duties of the committee shall be defined by the Board of Directors.
- 2.2.4. Auxiliary Committees: Auxiliary Committees may be established by SBCD from time to time. Any auxiliary committee may be dissolved after two (2) consecutive years of inactivity. Action can be initiated to dissolve the auxiliary on the third (3rd) year after approximation of a By-Laws amendment. The assets of any auxiliary automatically revert back to SBCD. The disposition of such assets may be decided by the messengers or assigned to the Board of Directors, which is for long-range fundraising.
- 2.2.5. The following auxiliary group committees shall be established:
(Special Note: Immediate family members shall not serve on the same elected/appointed committee, Executive Committee or Board of Directors at the same time.)
- 2.2.5.1. **Association of Southern Baptist Interpreters of the Deaf (hereafter known as ASBID).**

The purpose of this auxiliary committee shall be to provide training and information regarding the ministry and leadership skills of interpreters and general workers in the local church deaf ministry, in order that the Gospel of the Lord Jesus Christ might be made more accessible to the deaf community. ASBID shall meet annually unless the Chair of the committee notifies the members of the committee of any special meeting. Members of the committee shall be designated as messengers of ASBID. Said messengers must meet the same qualifications as those for SBCD messengers and be involved in the interpreted ministry of local Southern Baptist churches. ASBID shall have a chairperson, vice-chairperson, recording secretary, and coordinator of interpreters. They shall serve from the close of the annual meeting in which they are selected until the close of the next annual meeting. No officer may serve more than two consecutive terms in the same office. However, any officer may be elected to another office at the close of their term of office. No officer may hold more than one office at a time. These positions shall be elected during the regular business session of ASBID. Combinations of these positions shall be made in two ways. ASBID shall have a subcommittee being a nominating committee. The nominating subcommittee shall present its nominations at report time of the business session of ASBID. Nominations may also be made from the floor during the committee meeting. Elections shall be by majority vote. If no candidate receives a majority a run-off election shall be held between the two candidates with the most votes.

Authority and Duties:

2.2.5.1.1. Chairperson:

2.2.5.1.1.1. To report the activities of ASBID to the general assembly of ASBID.

2.2.5.1.1.2. Preside at all sessions including the regular called business meetings.

2.2.5.1.1.3. Appoint Program Planning Subcommittee, the Registration Subcommittee, the Nominating Subcommittee, and any other subcommittees deemed necessary for programming the annual interpreter's workshop.

2.2.5.1.1.4. Serve as ex-officio member of all subcommittees.

2.2.5.1.1.5. Appoint a Parliamentarian, from a list of qualified persons provided by the SBCD and By-Laws Committee, for each ASBID annual business meeting.

2.2.5.1.1.6. Serve as a member of the SBCD Executive Committee.

2.2.5.1.2. Vice-chairperson:

2.2.5.1.2.1. Preside in the absence of the Chairperson.

2.2.5.1.2.2. Shall be in charge of physical arrangements for the interpreter's workshop, in coordination with the SBCD Local Arrangements Committees.

2.2.5.1.3. Recording Secretary:

2.2.5.1.3.1. Record the minutes of any meetings of ASBID.

2.2.5.1.3.2. Provide copies of the minutes within thirty (30) days of adjournment of the annual meeting to the ASBID chairperson, SBCD President and Secretary, and Together With SBCD Editor.

2.2.5.1.3.3. Provide copies of the minutes to the ASBID messengers of the following year's conference.

2.2.5.1.3.4. Serve as Chairperson of the Registration Committee.

2.2.5.1.4. Coordinator of Interpreters:

2.2.5.1.4.1. Recruit and coordinate volunteer interpreters for signing deaf, oral deaf, and deaf-blind in all general meeting/services of the SBCD and its auxiliaries.

2.2.5.1.5. Subcommittees: There shall be three (3) standing subcommittees of ASBID. They are: Program Planning Committee, Registration Subcommittee, and Nominating Subcommittee. Their term of office shall be for one year and begin at the close of the annual meeting in which they are appointed until the close of the next annual meeting in which they are appointed until the close of the next annual meeting. There shall be five on each committee. As other needs arise, special committees may be created to speak to those needs. The selection process, term of service,

committee size and duties of the committees are to be defined in the motions which propose their creation.

2.2.5.1.6. Vacancies: Should a vacancy occur in any position in ASBID before the next election, the Board of Directors may appoint someone to fill the vacancy for the remainder of the term.

2.2.5.2. Junior Southern Baptist Conference of the Deaf (hereafter known as JrSBCD).

The members of JrSBCD shall consist of deaf young persons between the ages of 13 to 21 belonging to Southern Baptist churches.

2.2.5.2.1. The purpose of JrSBCD is to provide a vehicle for obeying the Great Commission (Matthew 28:20) with respect to young deaf people by personal witnessing, evangelism, North American missions, international missions and discipleship; to provide opportunities for training in local church settings, in state conferences, and on the national level to help young people in all aspect of the deaf ministry, to provide opportunities for young deaf people to gain practical training better enabling to assume duties and leadership roles within the SBCD spectrum; the provide opportunities for inspirational worship experiences; and to provide opportunities for Christian fellowship.

2.2.5.2.2. The annual meeting of JrSBCD shall meet in conjunction with SBCD. JrSBCD shall cooperate with the Southern Baptist Conference of the Deaf, the Southern Baptist Convention, and also the Baptist Convention agencies.

2.2.5.2.3. Officers of JrSBCD: The officers of JrSBCD shall be mature deaf young people who are duly elected messengers to the session in which they are elected. They are to be of sound Christian character exhibiting leadership abilities. The office of the President must be filled by a young deaf man or woman at least 14 years of age or up to high school graduation who has displayed leadership abilities, mature Christian conduct, and had been actively involved in JrSBCD for a minimum of one (1) year.

2.2.5.2.4. Terms of office: Officers shall serve from the opening to the close of the annual meeting. No officer shall serve more than two (2) consecutive terms in the same office. However, they may be elected to another office at the end of their terms of office. No officer may hold more than one (1) office at a time.

2.2.5.2.5. Election: Officers shall be elected during the first full day of the annual meeting. Nominations for officers shall be made from the floor on that day. Elections shall be by majority vote. If no candidate receives a majority, a run-off election may be held between the two (2) candidates with the most votes.

2.2.5.2.6. Offices and Duties:

2.2.5.2.6.1. President:

2.2.5.2.6.1.1. Presides at all sessions during the annual meeting.

2.2.5.2.6.1.2. Works with the JrSBCD committee to implement the program.

2.2.5.2.6.1.3. Appoints any committee deemed necessary for the coordination of JrSBCD's conference.

2.2.5.2.6.1.4. Receives any special funds belonging to JrSBCD for special events.

2.2.5.2.6.1.5. Has good rapport with the JrSBCD Committee and Board of Directors liaison.

2.2.5.2.6.2. Vice-President:

2.2.5.2.6.2.1. Shall preside at the sessions in absence of President.

2.2.5.2.6.2.2. Shall assist the President in implementing the program.

2.2.5.2.6.3. Secretary:

2.2.5.2.6.3.1. Records minutes of annual business meetings.

2.2.5.2.6.3.2. Keeps a permanent record of all annual meetings and provides copies of minutes of annual business meeting to the TWSBCD Editor for publication.

2.2.5.2.7. Vacancies: Should a vacancy occur during the week of annual meeting, the election shall be made on the floor to fill the vacancy.

- 2.2.5.3. Fellowship of Missionary and Pastors to the Deaf (hereafter known as FMPD).**
FMPD shall provide opportunities for Christian fellowship among SBCD missionaries and pastors. It shall provide a forum basis whereby exchange of information may be given on ministry approaches; and create an atmosphere whereby co-workers may gather for the purpose of giving and receiving emotional spiritual support through the inspiration of prayer, presentations, and fellowship.
- 2.2.5.3.1. Members: FMPD messengers shall be full, part-time, or retired Southern Baptist Convention missionaries, pastors, staff members and licensed or ordained ministers' in the SBC churches with primary responsibility to the deaf.
- 2.2.5.3.2. Officers: The officers of FMPD shall consist of Chairperson, Vice-Chairperson, and Secretary. They shall be elected during the early part of SBCD week in order to give sufficient time for the beginning process of developing the following year's plans. However, they will not assume office until the close of the annual meeting in which they are elected. They will serve until the close of the next annual meeting. No officer may serve more than two (2) consecutive terms in the same office. They may be elected to another office at the end of their term of office. No officer may hold more than one office at a time. Geographical consideration regarding upcoming SBCD meeting sites should be given in the election of future officers. Nominations for officers shall be made in two ways. The Nominating Committee shall present its nominations, and nominations may also be made from the floor. Election shall be by majority vote.
- 2.2.5.3.3. Authority and Duties:
- 2.2.5.3.3.1. Chairperson:
- 2.2.5.3.3.1.1. Preside at all sessions.
- 2.2.5.3.3.1.2. Appoint Nominating Committee, and any other committees deemed necessary for the Programming of the annual meeting.
- 2.2.5.3.3.1.3. Serve as ex-officio member of all committees.
- 2.2.5.3.3.1.4. Serve as a member of the SBCD Executive Committee.
- 2.2.5.3.3.2. Vice-Chairperson:
- 2.2.5.3.3.2.1. Preside in the absence of the Chairperson.
- 2.2.5.3.3.2.2. Take charge of physical arrangements for the missionaries and pastors meeting in coordination with the SBCD Local Arrangements Committee.
- 2.2.5.3.3.3. Secretary:
- 2.2.5.3.3.3.1. Record the minutes of the annual business meeting and any special called business meetings.
- 2.2.5.3.3.3.2. Provide copies of the minutes thirty (30) days of adjournment of the annual meeting to the FMPD Chairman and SBCD President, Secretary, and TWSBCD Editor.
- 2.2.5.3.3.3.3. Provide copies of the minutes to the FMPD messengers of the previous year's conference.
- 2.2.5.3.3.4. The Planning Committee shall consist of the Chairperson, Vice-Chairperson and Secretary. The Committee shall be responsible for planning and implementing FMPB workshops annually.
- 2.2.5.3.3.5. Subcommittees: There shall be the Nominating Subcommittee. The Nominating Committee will begin functioning during the first part of the week in which they are elected and cease with the election of next year's officers. As other needs arise, special committees may be created to speak to those needs. The selection process, term of service, committee size and duties of the committees are to be defined in the motions which propose their creation.
- 2.2.5.3.3.6. Vacancies: Should a vacancy occur before the next election, the Board of Directors may appoint someone to fill the vacancy with the exception of Chairperson.

2.2.5.4. Missionary and Pastor's Spouses Fellowship (hereafter known MAPSF).

MAPSF shall provide opportunities for Christian fellowship among the spouses of missionaries and pastors employed in Southern Baptist deaf ministries; supplement emotional, spiritual, professional, and social support for the unique role of such spouses; provide opportunities for discussion groups relating to the minister's home and the local church setting, state conferences, and national organization of the Southern Baptist deaf ministry.

2.2.5.4.1. Members: MAPSF shall be SBC messengers who are spouses of missionaries and pastors.

2.2.5.4.2. Officers: The officers shall be elected during the annual business meeting of MAPSF and shall serve from the close of the annual meeting in which they are elected until the close of the next annual meeting. No officer may serve more than two (2) consecutive terms in the same office. However, they may be elected to another office at the end of their terms of office. No officer may hold more than one office at a time. Geographical consideration regarding upcoming SBCD meeting sites should be given in the election of future officers. Nominations for officers shall be made in two ways. The Nominating Subcommittee shall present its nominations, and nominations may also be made from the floor. Election shall be majority vote. The officers shall consist of Coordinator, Assistant Coordinator, and Secretary.

2.2.5.4.3. Authority and Duties:

2.2.5.4.3.1. Coordinator shall be responsible for arranging the annual fellowships and program, and shall appoint any and all committees (including Nominating Subcommittee) necessary for fellowships and programs. All committees will serve for one (1) year. The coordinator shall serve as a member of the SBCD Executive Committee.

2.2.5.4.3.2. Assistant Coordinator shall assist the coordinator with the annual fellowships and program.

2.2.5.4.3.3. Secretary shall keep a record of the fellowship's minutes and funds; provide copies of the minutes thirty (30) days of adjournment of the annual meeting to the MAPSF Chairman and SBCD President, Secretary, and TWSBCD Editor.

2.2.5.4.3.4. Shall collect the annual registration fee for the purpose of all conference expenses and shall pay those same expenses with the approval of the Coordinator.

2.2.5.4.4. Vacancies: Should a vacancy occur before the next election, the Board of Directors may appoint someone to fill the vacancy with the exception of Chairperson.

ARTICLE ELEVEN: MEDIA

1. Newsletter

SBCD shall establish an official newsletter. The name of the newsletter shall be "Together With SBCD" (TWSBCD). The newsletter shall be under the direction of an editor who shall be secured and supervised by the Board of Directors. The newsletter will be funded by SBCD, Inc.

2. Website

SBCD shall establish an official webmaster. The name of the webmaster shall be www.sbcdeaf.org. The webmaster shall be under the direction of the webmaster that shall be appointed and supervised by the Board of Directors. The TWSBCD will be funded by SBCD, Inc.

ARTICLE TWELVE: PROCEDURES AND AGENDA

The order of business for the annual meeting could follow this basic pattern but is subject to the discretion of the

Executive Committee:

Day 1 – Credentials Committee Report
Approval of the Minutes

Day 2 – Executive Committee Report
Treasurer's Report
Audit Committee Report

Day 3 – Education Committee Report
History Committee Report
Time and Place Committee Report
Board of Directors Report

Day 4 – By-Laws Committee Report
Nominating Committee Report
Steering Committee Report
Auxiliaries Committee Report
JrSBCD Committee Report
KidSBCD Committee Report
LittleKidSBCD Committee Report

Day 5 – Miscellaneous Business
Election of Officers
North American Missions Committee Report
International Missions Committee Report

Day 6 – Resolutions Committee Report
Final Rolls Call (Credentials Committee)

ARTICLE THIRTEEN: RESIGNATIONS/VACANCIES

If an officer, Director, or Committee Member ceases to be a member of a Southern Baptist Church during their term of office, he or she shall turn in their resignation to the Executive Committee and vacate their position. Their messenger shall be terminated immediately and they shall be deemed to have turned in their resignation to the Executive Committee and their position vacated. Should a vacancy occur before the next election, in any position, the Board of Directors may appoint someone to fill the vacancy with the exception of the office of President or as otherwise provided in the By-Laws.

ARTICLE FOURTEEN: AMENDMENTS

1. Articles of Incorporation:
 - 1.1. Motions to amend the Articles of Incorporation must be:
 - 1.1.1. In writing (USE Appendix B – Main Motion Form) and sent to the SBCD President and the Chairman of Board of Directors.
 - 1.1.2. The SBCD President, in turn, gets the advice from a Lawyer.
 - 1.1.3. The amendment is then sent to the TWSBCD Editor and the SBCD Webmaster, who in turn print it in the TWSBCD/www.SBCDeaf.org at least thirty (30) days before the annual meeting of the SBCD.
 - 1.1.4. The amendment is presented at the regular business session of the annual meeting and requires a two-thirds (2/3) majority vote of the messengers in order to pass it.
2. Bylaws:
 - 2.1. Motions to amend the SBCD By-Laws must be:
 - 2.1.1. In writing (USE Appendix B – Main Motion Form) and sent to the SBCD By-Laws Committee Chairman
 - 2.1.2. After being constitutionally screened it is given to the steering committee prior to their deadline.

- 2.1.3. After the steering committee accepts it, the amendment is then sent to the TWSBCD Editor and the SBCD Webmaster, who in turn print it in the TWSBCD/www.SBCDeaf.org at least thirty (30) days before the annual meeting of the SBCD.
- 2.1.4. Approved by two-thirds (2/3) majority vote of the messengers present at the regular Business Session.
- 2.1.5. Any addition(s), deletion(s), and/or changes to the By-Laws will automatically be inserted in the Bylaws after the SBCD annual business meeting by the By-Laws committee.

ARTICLE FIFTEEN: CONTROVERSY

All members, messengers, and auxiliary members agree to waive any right of action against the SBCD or any member of same acting in their official capacity, except to the extent that such matter shall be referred to the Board of Directors for consideration. The Board of Directors may act in their sole discretion and their decision shall be final and binding.

POLICY & PROCEDURE MANUAL FOR SBCD AND ITS AUXILIARIES SOUTHERN BAPTIST CONFERENCE OF THE DEAF, INC.

I. SBCD IDENTITY

The Southern Baptist Conference of the Deaf, Inc. (SBCD) is a non-profit organization that is an autonomous body, composed of messengers who have been duly elected by Southern Baptist churches as active deaf people and deaf workers in those same said churches and answerable to the laws of the United States of America (USA), and ultimately to the lordship of the Savior, Jesus Christ.

II. PURPOSE OF SBCD

1. To Provide a vehicle (way) for obeying the Great Commission (Matthew 28:19-20) with respect to deaf people by personal witnessing, evangelism, and discipleship.
2. To provide opportunities for training in local church settings, the state Baptist Conferences of the Deaf (BCD's), and on a national level to help equip people in all aspects of the deaf ministry.
3. To assist deaf persons with the Southern Baptist Convention and deaf persons interpreting the needs and functions of the one to the other.
4. To provide a channel of communication with the Southern Baptist deaf community.
5. To provide an understanding of deafness and of the needs of deaf people to the community-at-large.
6. To provide opportunities for inspirational worship experiences.
7. To provide opportunities for Christian fellowship.

III. SBCD RELATIONSHIPS

1. SBCD shall cooperate to the fullest extent possible with all agencies and auxiliaries of the SBC:
 - 1.1. International Mission Board (IMB)
 - 1.2. North American Mission Board (NAMB)
 - 1.3. LifeWay
 - 1.4. Guidestone
 - 1.5. Women's Missionary Union (WMU)
 - 1.6. SBC Executive Committee
 - 1.7. SBC's 6 Seminaries:
 - 1.7.1. Southern (Louisville, KY)
 - 1.7.2. Southeastern (Wake Forest, NC)
 - 1.7.3. Southwestern (Fort Worth, TX)
 - 1.7.4. New Orleans (New Orleans, LA)
 - 1.7.5. Golden Gate (Mill Valley, CA)
 - 1.7.6. Midwestern (Kansas City, MO)
2. SBCD is an independent, self-governing, and largely self-supporting organization. SBCD engages in partnership with all SBC agencies and auxiliaries but is not under direct control of any Southern Baptist agency or auxiliary.

IV. SBCD OPERATIONS

Unless otherwise specified, a year is defined as beginning at the end of a Conference week and ending at the beginning of the Installation of Officers ceremony. The day-to-day affairs are primarily handled by two sub-bodies:

1. Executive Committee (16), focusing on current year operations. It is made up of:
 - 1.1. SBCD Officers (7):
 - 1.1.1. President
 - 1.1.2. 1st Vice-President
 - 1.1.3. 2nd Vice-President
 - 1.1.4. Secretary
 - 1.1.5. Assistant Secretary
 - 1.1.6. Treasurer

- 1.1.7. Assistant Treasurer
- 1.2. Auxiliary Heads (4):
 - 1.2.1. Association of Southern Baptist Interpreters of the Deaf
 - 1.2.2. Fellowship of Missionaries and Pastors to the Deaf
 - 1.2.3. Junior Southern Baptist Conference of the Deaf
 - 1.2.4. Missionary & Pastor's Spouses Fellowship
- 1.3. Committee chairpersons of (4):
 - 1.3.1. By-Laws Committee
 - 1.3.2. Child Care Committee
 - 1.3.3. JrSBCD Committee
 - 1.3.4. International Missions Committee
 - 1.3.5. North American Missions Committee
 - 1.3.6. NAMB Deaf Ministries Director or his/her designee
- 1.4. Board of Directors (6), focusing primarily on long-term operations.

V. CONVENTION SITE GUIDELINES

1. Invitation: An Official letter of invitation from the prospective host must be made in writing and presented in person by its designated representative to the Time & Place Committee by the second (2nd) day of the annual conference. Three (3) years in advance.
 - 1.1. Site Selection Requirements (evidence of sufficiency for)
 - 1.1.1. Transportation accessibility
 - 1.1.1.1. Airports
 - 1.1.1.2. Highways
 - 1.1.1.3. Ground shuttle
 - 1.1.2. Housings & Meal facilities for 500 to 1000 people considering demographic area.
 - 1.1.3. Off-site lodging, camping, etc.
 - 1.1.4. Letter of commitment from Host(s)
 - 1.1.5. Meeting Rooms:
 - 1.1.5.1. Auditorium for a range of 750 to 1,200
 - 1.1.5.2. 30 classrooms
 - 1.1.5.3. Good facilities with heating/air conditioning
 - 1.1.5.4. Sufficient lighting
 - 1.1.5.5. Sufficient rest-rooms
 - 1.1.5.6. Child care facilities - 5 good, clean, equipped rooms
 - 1.1.5.7. Recreational facilities & tourist attractions
 - 1.1.5.8. SBCD office space equipped with:
 - 1.1.5.8.1. Copy machine
 - 1.1.5.8.2. Phone/Fax/Wi-Fi
 - 1.1.5.8.3. Overhead projectors
 - 1.1.5.8.4. DVD
 - 1.1.5.8.5. Computer/printers
 - 1.1.5.9. Emergency Aid, nurse on duty
 - 1.1.5.10. Proof of insurance: Certificate of Liability
 - 1.2. If no evidence of sufficiency, the Time and Place Committee still have one more year to obtain more information before approved by the messengers.
2. The time and place for the annual conference is determined two (2) years in advance by a majority vote of the messengers. This annual conference shall be held at any location in the USA.
3. If no invitation is received, the Executive Committee shall have the authority to determine the time and place.

VI. REGISTRATION

1. The Second Vice-President (2VP) is responsible for both advance and onsite registration procedures. Working in cooperation with the Treasurer and the site host, the 2VP shall be responsible for collecting Registration Forms and the fees for registration, housing, meals, and miscellaneous related fees (i.e. banquet tickets, tour tickets, etc.)

where applicable.

2. The 2VP chairs the committee that is responsible for checking and verifying the credentials of messengers. Messengers may be either a deaf person or hearing person who is a Deaf ministry worker and an active member of a Southern Baptist church.
3. Registration Forms are written verification of SBC church election of that church's messengers. A single SBC church may have no more than 20 messengers. Such written verification must be signed by either the church Minister of Education, Pastor, or Associate Pastor. The church may elect to use a card provided by SBCD or use its own messenger cards. Only messengers may vote or hold office.
4. Attendees without verified signature or above the church allocation of 20 shall be designated as visitors. Attendees who are not messengers of a SBC church shall be designated visitors. Visitors may not vote or hold office.
5. Name Tags: Each person is to receive a nametag from the Registration Committee chosen by the 2nd Vice-President during registration time. There will be three types of name tags:

5.1 Name Tag Classifications:

5.1.1. Color coded Messenger Name Tags

5.1.2. Color coded Visitor Name Tags

5.1.3. Color coded Minor's (Young People/Children) Name Tags

Note: Recognizing the authority of the local church, this third group will be for minors who have NOT been chosen to be Messengers by their church. They must provide the same church approved Messenger Cards as the adults.

5.2. Voting:

5.2.1. Only those people showing the correct color coded Messenger Name Tags will be provided with Voting Flags at the entrance to business meetings.

6. Under the direction of the 2VP, the Credentials Committee shall be responsible for collecting and reporting Roll Call by the following categories:

6.1. Messengers

6.2. Visitors

6.3. Deaf

6.4. Hearing

6.5. Deaf-Blind or Low-Vision

6.6. JrSBCD

6.7. Missionary

6.8. Spouse of Missionary

6.9. Interpreter

6.10. Sunday School Teacher

6.11. Pastor

6.12. Spouse of Pastor

6.13. Lay Minister

6.14. Deacon

7. Registration Fees are to be determined by the Executive Committee and announced through conference promotion/publicity. When SBCD meets at sites other than Glorieta/Ridgecrest, the reservation deposit will be \$50 per individual and \$100 per family. Those making advanced reservations take precedence over walk ins.

Reservation refunds (cancellation) will be as followed:

7.1. Full refund up to 60 days before conference time.

7.2. 50% refund from 59 to 30 days before conference time.

7.3. No refund with less than 30 days before conference time.

NOTE: NSF check matters will be handled confidentially and should be taken care of within 60 days. People not responding to previous contacts regarding NSF checks and paying for those NSF checks, will have to do so before being allowed reservation confirmation at any future conference.

8. Registration Forms: SBCD Registration Forms should be printed in Together With SBCD (TWSBCD) and other Publications. Registration forms should include:

8.1. Name and address

8.2. Church affiliation and membership

8.3. Hearing status: deaf, hearing, or hearing impaired

8.4. Checklist indicating participation in which SBCD auxiliary:

8.4.1. ASBID

8.4.2. JrSBCD

8.4.3. MAPSF

- 8.4.4.FMPD
 - 8.4.5.Adjunct
 - 8.5. Age
 - 8.6. Messenger or visitor
 - 8.7. Signature of pastor, associate pastor, minister of education
 - 8.8. Church responsibilities i.e. Deacon, S. S. Teacher, Interpreter, Pastor
 - 8.9. Amount of registration fee and made payable to SBCD with name and address to mail both fee and application
 - 8.10. Name, date, and location of SBCD conference
 - 8.11. Statement indicating name and address to contact for lodging arrangements
 - 8.12. Age of children and any child care fee and if needed
9. The 2nd Vice-President (2VP) shall coordinate registration at the annual meeting into two groups: pre-registration and late registration.
- 9.1. Pre-registration packets should be completed prior to SBCD and ready for pickup at SBCD.
 - 9.2. The 2VP should contact individuals at least 30 days in advance to serve as support staff during registration.
 - 9.3. The 2VP should be available for consultation and should not assume responsibilities during registration other than that of coordinator.
 - 9.4. The 2VP shall train the staff and ensure that registration is held at the designated time.
 - 9.5. The 2VP is responsible for planning and posting the registration schedule.
 - 9.6. Personnel assisting in registration should be rotated so that registration time can be stretched over a long period of time the first two and half days
 - 9.7. Prior to arrival at SBCD, the 2VP should check with the treasurer for unpaid registrations and NSF payments of last attendants. A list of such attendants should be made. Anyone on this list showing up for SBCD registration should be requested to see the 2VP confidentially, before going through registration procedures. In a Christian loving manner the 2VP is to explain that unpaid registration fees and/or NSF checks must be made good by cash or money order before registering for the current conference year.
 - 9.8. The 2VP should list all children needing child care and report to the KIDSBCD and LITTLEKIDSBCD committees.
 - 9.8.1. For those who work with KIDSSBCD and LITTLEKIDSBCD during SBCD conference week at Ridgecrest and Glorieta, half of their SBCD registration fee will be waived. At other places than Ridgecrest and Glorieta, the whole fee will be waived.
 - 9.9. The 2VP shall complete the roll call and present to the secretary the day before the business meeting.
10. The Conference Facilitator (1st VP) and Booth Coordinator (Board of Directors) should be in the registration area during the registration time.

VII. PROGRAMS

- 1. Theme: Recommended by Board of Directors and approved by the messengers three years in advance. Motions for themes of the annual conference may also be made from the floor. Themes should serve as means of inspiration, be scripturally reinforced, and relevant.
- 2. Interpreting the themes into programs for all of SBCD and its auxiliaries is the responsibility of the Executive Committee. The Programs have to be in keeping with the messenger approved theme and within the previously messenger approved budget category allocations.
 - 2.1. Planning the general SBCD programs, selecting conference preachers, speakers, and workshop leaders is the responsibility of the Executive Committee.
 - 2.2. Each Auxiliary is responsible for implementing its own program. The Executive Committee is to approve the auxiliary programs, based upon theme and budget limitations.
- 3. Promotion - the programs are to be outlined and promoted by the Executive Committee through the TWSBCD. The TWSBCD shall be published quarterly. Information to be printed must be sent to the TWSBCD Editor before the deadline dates of August, November, February, and May 1st. Other promotion forms may also be used (such as national deaf publications), but not in place of TWSBCD. News releases will be sent to state, association, and area church newsletters on file with the TWSBCD office.
- 4. Program Books are to be the responsibility of the Executive Committee. They are to be in hand a month before the annual conference. Program books should contain:
 - 4.1. Welcome by President and local hosts;
 - 4.2. Listing of all SBCD and Auxiliary Officers, Board of Directors and all Committees;

- 4.3. Program Theme and Interpretation;
- 4.4. Complete Program Schedule (time and place);
 - 4.4.1. devotional, Bible study, worship services;
 - 4.4.2. workshops, seminars, training schools, continuing education;
 - 4.4.3. committee report deadlines and location of posted reports;
 - 4.4.4. auxiliary business meetings;
 - 4.4.5. SBCD Business meeting;
 - 4.4.6. installation of Board of Directors/officers - For SBCD and its auxiliaries;
 - 4.4.7. new officer/committee member/director orientation training;
- 4.5. Listing and identification of all Program guests (including auxiliaries);
- 4.6. Minutes (including Board of Directors, auxiliaries, IMC and NAMC);
- 4.7. Financial reports will be printed separately and be inserted into the program booklets manually at registration time. (This is to allow the Treasurer time to give the most accurate up-to-date report to the messengers);
- 4.8. Time & Places of initial meetings of all committees. Board of Directors, and Executive Committee for public/messenger accessibility. Additional meetings may be called later. However this at least assures that interested messengers will know of initial meetings);
- 4.9. Conference Room assignments;
- 4.10. Building & Grounds layout;
- 4.11. Location of;
 - 4.11.1. First Aid Station
 - 4.11.2. Message Board
 - 4.11.3. Phones/Fax/Wi-Fi
 - 4.11.4. Location and Date of next two conferences & officers.
5. Registration Fee and other Fees - to be determined annually by the Executive Committee and advertised at the same time the programs are promoted.
6. Programming is to be planned for orientation training for incoming officers and committees (recognizing that the only time most of these officers and committees will be together is during SBCD week).
7. The Booths can be set up and displayed under the following rules:
 - 7.1. The booth exhibit shall be approved and supervised at the discretion of the Board of Directors. The Board of Directors reserves the right to waive the fee upon request.
 - 7.2. Any exhibit must respect the Southern Baptist beliefs and concur with the Baptist Faith and Message as adopted by the SBC in 2000. Any exhibit found to cause issues with Southern Baptist beliefs will be asked to leave the premise at once.
 - 7.3. The booth fees are:
 - 7.3.1. Class I (for profit) - \$100.00
 - 7.3.2. Class II (for non-profit) - \$50.00
 - 7.3.3. Class III (for missions/ministries/churches, IMB & NAMC displays) - \$15.00
 - 7.3.4. Class IV (for SBCD and its Auxiliaries) – no charge
 - 7.4. A booth consists of one table and 2 chairs.
 - 7.4.1. Additional tables will be available at an extra charge.
 - 7.4.2. If the host site charges for tables, this cost will be in addition to SBCD charges.
 - 7.4.3. The booth fees may change depending on where the SBCD has its annual conference.
 - 7.5. Auxiliaries and Committees (JrSBCD, IMC, NAMC, FMPD, MAPS, ASBID, NAMC and IMB) of SBCD may reserve and use booths free of charge. They can receive donation and/or can sell items to raise funds (i.e. missionary purposes), but not for profit.
 - 7.6. Those using the booths must follow the SBCD program schedule. Booths must be closed 30 minutes before worship services and remain closed until the conclusion of the services.
 - 7.7. SBCD shall not be held accountable for accidents or injuries that may occur at the booths. SBCD will not be accountable for lost or stolen items at the booths.
 - 7.8. Exhibitors will be responsible for their own electrical cords, equipment, and non-SBCD fees.
 - 7.9. Failure to comply with all the above will result in booth closure.

VIII. POSITION SPECIFICATIONS

A year as defined in most instances is at the close of the annual conference until the close of the next annual conference. Qualifying individuals must be messengers. Define process for filing vacancies. The chair is elected from within the body at the first meeting (unless designated otherwise in the by-laws).

1. SBCD:

- 1.1. All officers shall be deaf men or women with the exception of assistant secretary. That position may be either deaf or hearing person. Their terms of office are one (1) year. Officers may not hold any other elected position within SBCD or its auxiliaries.
- 1.2. The Board of Directors must be composed of at least 50% deaf people (it be made up of all deaf people, but must have three deaf persons or more). They may not hold any other elected position within SBCD or its auxiliaries. Their term of office is three (3) years with two (2) being elected each year.
 - 1.2.1. Chairperson, Vice Chairperson, Secretary - elected annually by the Board of Directors for a one year term of office.
 - 1.2.2. Auxiliary Liaison: Each board member serves as a liaison to one of the SBCD committee or auxiliary.
- 1.3. The Executive Committee consists of the President, 1st Vice-President, 2nd Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, each auxiliary chairperson, and each elected committee chairperson.
- 1.4. The Standing Committees:
 - 1.4.1. Appointed Committees are Audit, Credentials, Nominating, Resolutions, and Steering Committees. They are:
 - 1.4.1.1. comprised of five (5) members
 - 1.4.1.2. their term of office is one (1) year
 - 1.4.1.3. may be either hearing or deaf
 - 1.4.1.4. selected/delegated to other officers by the President
 - 1.4.2. Elected Committees are By Laws, Child Care, History, JrSBCD, Time & Place, IMC and NAMC. They are:
 - 1.4.2.1. comprised of six (6) members
 - 1.4.2.2. their term of office is three (3) years
 - 1.4.2.3. at least 50% (3 or more) must be deaf
 - 1.4.2.4. two new officers are elected each year
 - 1.4.2.5. they may serve a maximum of two consecutive term (6 years)
 - 1.4.2.6. they may not hold any other elected position as an officer, director, or committee member
 - 1.4.2.7. All LittleKidSBCD, KidsSBCD, and JrSBCD Committee members must complete all LittleKidSBCD, KidsSBCD and JrSBCD program volunteer forms.
- 1.5. Special Committees:
 - 1.5.1. Local Arrangements Committee - appointed by the current SBCD President and serves until the conclusion of the convention for which they were appointed. Committee size is decided by the President.
 - 1.5.2. Others: as needs arise, special committees may be created to meet those needs. The selection process, term of service, committee size, and duties of the committees are defined in the motions that propose their creation.

2. ASBID:

- 2.1. All officers must meet the SBCD messenger qualifications and be involved in the interpreted ministry of a local Southern Baptist Church and/or mission (deaf or hearing). Their term of office is for one year. They may not serve for more than two consecutive terms, nor hold more than one office at a time. They may be elected to another position at the end of their term of office.
- 2.2. Standing Committees: Program Planning, Registration, and Nominating
 - 2.2.1. comprised of five (5) members
 - 2.2.2. their term of office is one (1) year
 - 2.2.3. may be either hearing or deaf
- 2.3. Special Committees: The selection process, term of service, committee size, and duties of committees are defined in the motions that propose their creation.

3. FMPD:

- 3.1. All officers shall be employed or retired as SBC missionaries, pastors, and staff persons with primary responsibility to deaf ministries. They may be hearing or deaf. No officer shall serve more than two (2) consecutive terms in the same office. However, they may be elected to another office at the end of their term of office. No officer may hold more than one (1) office at a time.
- 3.2. Standing Committees: Program Planning and Nominating
 - 3.2.1. comprised of five (5) members
 - 3.2.2. their term of office is one (1) year (elected early during the conference week so that they may be prepared to give a tentative report by the close of the week, but do not assume office until the close of the annual conference)
 - 3.2.3. may be either hearing or deaf
 - 3.2.4. they are selected by the chairman

- 3.3. Special Committees: The term of service, committee size, and duties of the committees shall be defined at the time of their appointment by the chairman.
4. JrSBCD:
 - 4.1. The officers of JrSBCD shall be mature deaf young people who are duly elected messengers to the session in which they are elected. They are to be of sound Christian character exhibiting leadership abilities. The office of the President must be filled by a young deaf man or woman at least 18 years of age who has displayed leadership abilities, mature Christian conduct, and had been actively involved in JrSBCD for a minimum of one (1) year.
 - 4.2. Term of office: Officers shall serve from the opening to the close of the annual meeting. No officer shall serve more than two (2) consecutive terms in the same office. However, they may be elected to another office at the end of their terms of office. No officer may hold more than one (1) office at a time.
 - 4.3. Election: Officers shall be elected during the first full day of the annual meeting. Nominations for officers shall be made from the floor on that day. Elections shall be by majority vote. If no candidate receives a majority, a run-off election may be held between the two (2) candidates with the most votes.
 - 4.4. Special Committees: The term of service, committee size, and duties of the committees shall be defined at the time of their appointment by the President.
5. MAPSF:
 - 5.1. All officers must be SBCD Messengers who are spouses of Missionaries and Pastors. They may be hearing or deaf. No officer shall serve more than two (2) consecutive terms in the same office. However, they can be elected to another office at the end of their term of office. No officer may hold more than one (1) office at a time.
 - 5.2. Nominating Committee:
 - 5.2.1. comprised of five (5) members
 - 5.2.2. their term of office is one (1) year (elected early during the conference week so that they may be prepared to give a tentative report by the close of the week, but do not assume office until the close of the annual conference) c. may be either hearing or deaf d. they are selected by the coordinator.
 - 5.3. Special Committees: The term of service, committee size, and duties of the committees shall be defined at the time of their appointment by the coordinator.

IX. JOB DESCRIPTIONS

1. Responsibilities: Look under each job description for direct or indirect (by virtue of office required to serve on certain committees, or relating to other bodies.) responsibilities for assignments, reports, and deadlines.
2. Deadlines (know your deadlines for each of the following):
 - 2.1. First meeting
 - 2.2. Plans
 - 2.3. Appointments
 - 2.4. Reports/Recommendation
 - 2.5. Budget Requests
 - 2.6. Invitations
 - 2.7. TWSBCD Copy
 - 2.7.1. Minutes - for SBCD. Director meetings, auxiliaries, and committee meetings should be completed within 30 days after meeting adjournment.
 - 2.7.2. Financial reports - for SBCD and auxiliaries should be completed and balanced within 45 days of adjournment.
 - 2.7.3. News releases for TWSBCD
 - 2.7.4. Program planning - workshop/conference (and Publicity)
3. Procedures (know the following):
 - 3.1. Report to whom, when, how. (If transparencies are used, they must be in at least 22 pt. type.)
 - 3.2. Committee (unless mandated by-laws) is elected from among the committee membership at the first meeting of each new term year.
 - 3.3. Themes should serve as means of inspiration, be scripturally reinforced and be relevant. Themes are approved three years in advance.
4. Interpreting the themes into programs for all of SBCD and its auxiliaries is the responsibility of the Executive Committee. This has to not only be in keeping with the messenger approved theme but within the previously messenger approved budget category.
5. Messengers:
 - 5.1. Messengers are to be duly elected by their own church (with no one local church having more than twenty [20]

messengers). However, they are not representatives of that church. They are required to participate, discuss, and vote, as they personally feel convicted by the Bible and led by the Holy Spirit. Messengers are responsible for seeing to it that SBCD discharges its responsibility in regards to:

- 5.1.1. the Great Commission (Matthew 28:19-20) with respect to deaf people in personal witnessing, evangelism. North American & International Missions, and discipleship;
- 5.1.2. provide opportunities for training in local church settings, in state conferences, and on the national level to help equip people in all aspects of the deaf ministry;
- 5.1.3. to assist deaf persons with the SBC and deaf persons, interpreting the needs, and functions of the one to the other;
- 5.1.4. provide a channel of communication within the Southern Baptist deaf community;
- 5.1.5. provide an understanding of deafness and of the needs of deaf people to the community at large;
- 5.1.6. provide opportunities for inspirational worship experiences;
- 5.1.7. and provide opportunities for Christian fellowship.

5.2. Messengers are responsible for:

- 5.2.1. Election of Officers, Board of Directors, Elected Standing Committees;
- 5.2.2. Conference Site Selection (this responsibility is abdicated if not done within the restrictions and time tables of its own By-Laws);
- 5.2.3. Amendments to its By-Laws and approval of any auxiliary amendments;
- 5.2.4. Final authority in Fiscal Policies. Offerings, and Budgets
 - 5.2.4.1. Current Budget - Executive Committee
 - 5.2.4.2. Long Range Budget - Board of Directors
- 5.2.5. Approve conference theme, submitted by the Board of Directors for three years in advance;
- 5.2.6. Accurate records in the area of Minutes. Finance Reports, World Wide Mission Reports. SBCD Historical Records, and other reports/studies/papers duly charged by the By-Laws.

6. SBCD:

6.1. Executive Committee:

- 6.1.1. Shall serve as the general program planning committee for the whole of SBCD. As it plans the annual conference it also is responsible for seeing to it that the auxiliaries' annual meetings blend with the general meetings in presenting the current conference themes.
- 6.1.2. Shall be responsible for conducting the annual programs.
- 6.1.3. Shall be responsible for administering the current budget year budget.
- 6.1.4. Give advice and consent to SBCD legal transactions in conjunction with Board of Directors actions.
- 6.1.5. Give advice and consent in hiring and firing all permanent employees in conjunction with actions originating with the Board of Directors.
- 6.1.6. Committee Meetings
 - 6.1.6.1. First meeting will be immediately following the business session in which they are elected to begin planning and setting time & dates, including their joint meeting with the Board of Directors.
 - 6.1.6.2. The President. 2nd Vice-President. ASBID chairperson, JRSBCD chairperson, Childcare chairperson. FMPD chairperson, MAPS chairperson meet at the conference site early in the fall for program planning with the host.
 - 6.1.6.3. Meet mid-year to plan, and finalize the immediate conference year program and recommend to the Directors a long-range budget proposal for the following year's conference. This meeting will be the one that is jointly, conducted with the Board of Directors.
 - 6.1.6.4. Meet by the second day during conference week for any miscellaneous matters and as often during conference week as deemed necessary by the Chairman and/or majority of the committee membership.
 - 6.1.6.5. Meet at least twice a year with the Board of Directors in joint session.
- 6.1.7. President/Executive Committee Chairperson:
 - 6.1.7.1. As President:
 - 6.1.7.1.1. Preside at regular and called business meetings.
 - 6.1.7.1.2. As presiding officer, he/she should refrain from abusing the power of office.
 - 6.1.7.1.3. He/she should always allow a debate. The time length can be shortened if necessary. A common motion is to limit the debate time in a business meeting. This idea is to have one messenger speak in favor of a motion and another one against it. The other option is to give each messenger a maximum of two or three minutes each. Any effort to eliminate the possibility for a debate should be

- eschewed or considered wrong.
- 6.1.7.1.4. He/she should allow the messengers to vote in favor or in opposition of a motion.
 - 6.1.7.1.5. The presiding officer cannot rule in favor of a motion without giving those who oppose the motion an opportunity to vote.
 - 6.1.7.1.6. He/she must see that a motion to limit a debate has the two-third (2/3) vote, because limiting a debate is a serious parliamentary action.
 - 6.1.7.1.7. Call special business meetings as needed.
 - 6.1.7.1.8. Serve as ex-officio member of all committees.
 - 6.1.7.1.9. Appoint Parliamentarian from a qualified list supplied by the By-Laws Committee.
 - 6.1.7.1.10. A trustee shall not serve as parliamentarian unless another qualified person cannot be secured.
 - 6.1.7.1.11. Appoint five (5) on each of the following committees by the evening of the first full day:
 - 6.1.7.1.11.1. Audit
 - 6.1.7.1.11.2. Credentials
 - 6.1.7.1.11.3. Nominating
 - 6.1.7.1.11.4. Resolutions
 - 6.1.7.1.11.5. Steering
 - 6.1.7.1.11.6. Local Arrangements (for the immediate upcoming conference)
 - 6.1.7.1.12. Write and send to Editor a President's Message for each issue of TWSBCD.
 - 6.1.7.1.13. Serve as chairperson of the Executive Committee.
 - 6.1.7.1.14. Coordinate planning for and presiding at the annual meetings.
 - 6.1.7.1.15. Attend New Officer Orientation training.
- 6.1.7.2. As Executive Committee Chairperson:
- 6.1.7.2.1. Call and moderate committee meetings.
 - 6.1.7.2.2. Jointly plan and call with the Board of Directors chairperson the annual mid-year joint policy/planning meetings.
 - 6.1.7.2.3. Rotate moderating assignments at each joint meeting.
 - 6.1.7.2.4. Make arrangements for time and place of meetings, including the joint meetings with the Board of Directors.
 - 6.1.7.2.5. Serve as the Executive Committee liaison with the Board of Directors.
 - 6.1.7.2.6. Share in the development, with the Board of Directors Chairperson, the agenda for the joint meeting.
- 6.1.8. 1st Vice-President/Steering Committee Chairperson:
- 6.1.8.1. As 1st Vice-President:
 - 6.1.8.1.1. Preside in absence of President.
 - 6.1.8.1.2. Serve as a member of Executive Committee.
 - 6.1.8.1.3. Attend New Officer Orientation training.
 - 6.1.8.1.4. Serves as Conference Facilitator and shall administer the needs of physical and material between SBCD and the Conference site host.
 - 6.1.8.2. As Steering Committee Chairperson:
 - 6.1.8.2.1. Call and moderate committee meetings.
 - 6.1.8.2.2. Announce the type, deadline, place, and procedures for motions to be turned in by messengers.
 - 6.1.8.2.3. Make arrangements for time and place of meetings.
 - 6.1.8.2.4. File a report of screened motions to SBCD secretary prior to business meetings.
- 6.1.9. 2nd Vice-President/Credentials Committee Chairperson:
- 6.1.9.1. As 2nd Vice-President:
 - 6.1.9.1.1. Preside in absence of President and 1st Vice-President.
 - 6.1.9.1.2. Serve as member of Executive Committee.
 - 6.1.9.1.3. Attend New Officer Orientation training.
 - 6.1.9.1.4. Obtain from Executive Committee and/or Local Arrangements Committee location for conference registration.
 - 6.1.9.1.5. Turn in to TWSBCD Editor the updated authorized messenger registration form for reprinting and distribution by February 15th.
 - 6.1.9.2. As Credentials Committee Chair:
 - 6.1.9.2.1. Call and moderate committee meetings.

- 6.1.9.2.2. Make arrangements for time and place of meetings.
- 6.1.10. Secretary:
 - 6.1.10.1. Record Minutes of annual conference business sessions.
 - 6.1.10.2. Record Minutes of Executive Committee business sessions.
 - 6.1.10.3. File Minutes and Reports received from officers, committees, and auxiliaries.
 - 6.1.10.4. Jointly assist in recording Minutes for Joint Board of Directors and Executive Committee meetings.
 - 6.1.10.5. Keep a permanent record of all minutes.
 - 6.1.10.6. Be responsible for collecting the minutes and reports from Auxiliaries, Board of Directors, Executive committee and elected committees by August 1st.
 - 6.1.10.7. Re-type into one style all the collected Minutes (ready for printing in the program book).
 - 6.1.10.8. Provide copies of all minutes to President by August 15th.
 - 6.1.10.9. Send copies of all reports collected during the conference week to TWSBCD Editor by August 15th.
 - 6.1.10.10. Serve as a member of the Executive Committee.
 - 6.1.10.11. Obtain the necessary equipment for recording and filing annual Minutes and Reports.
 - 6.1.10.12. Attend New Officer Orientation training.
 - 6.1.10.13. Will be responsible for updating the PPM as amended during joint meetings of the Board of Directors and Executive Committee.
- 6.1.11. Assistant Secretary:
 - 6.1.11.1. Help the Secretary in recording Minutes of annual conference business sessions.
 - 6.1.11.2. Help the Secretary in recording minutes of Executive Committee business sessions.
 - 6.1.11.3. Help the Secretary in collecting Minutes and Reports received from officers, committees, and auxiliaries.
 - 6.1.11.4. Jointly help the Secretary in recording Minutes from Joint Board of Directors/Executive Committee meetings.
 - 6.1.11.5. Help the Secretary in obtaining, setting up, and utilizing equipment for recording and filing annual Minutes and Reports.
 - 6.1.11.6. Serve as a member of the Executive Committee.
 - 6.1.11.7. Be responsible for collecting all the Programs and committee meeting times from auxiliaries, Board of Directors, and committees.
 - 6.1.11.8. Re-type into one style all collected Programs from the various auxiliaries and SBCD (ready for printing in the program book.)
 - 6.1.11.9. Send to the President all Programs by March 15.
 - 6.1.11.10. Attend New Officer Orientation training.
- 6.1.12. Treasurer:
 - 6.1.12.1. Receive and disburse all funds belonging to SBCD and its auxiliaries.
 - 6.1.12.2. Keep accurate records of all transactions.
 - 6.1.12.3. Provide copies of financial reports to TWSBCD Editor in time for each publication.
 - 6.1.12.4. Assist Credentials Committee in the annual conference registration through fee/s and/or ticket collections.
 - 6.1.12.5. Provide monthly financial reports to Executive Committee members and Board of Directors.
 - 6.1.12.6. Present annual financial report to the annual conference business session.
 - 6.1.12.7. Have ready for inspection, by the Audit committee, all books at any time.
 - 6.1.12.8. Serve as a member of Executive Committee.
 - 6.1.12.9. Attend New Officer Orientation training.
- 6.1.13. Assistant Treasurer: shall perform duties as prescribed in By-Laws, Article VIII, 5.7.
- 6.2. Board of Directors:
 - 6.2.1. The first board meeting follows the annual SBCD business session. At that time the Board of Directors will elect its new officers. Those are as follows:
 - 6.2.1.1. Chairperson:
 - 6.2.1.1.1. Call and moderate Committee meetings.
 - 6.2.1.1.2. Jointly plan and call the annual mid-year joint policy/planning meetings of the Executive Committee and Board of Directors with the Executive Committee chairperson. The chairmanship of each session is to be alternate with the Executive Committee chairperson.

- 6.2.1.1.3. Rotate moderating assignments at each joint meeting.
 - 6.2.1.1.4. Make arrangements for time and place of meetings.
 - 6.2.1.1.5. Serve as the Board of Directors' liaison with the Executive Committee.
 - 6.2.1.1.6. Serve as the immediate supervisor of the TWSBCD Editor.
 - 6.2.1.1.7. Jointly develop with the Executive committee chair the Agenda for the Joint meetings.
 - 6.2.1.1.8. Attend New Officer Orientation training.
 - 6.2.1.2. Vice-Chairperson:
 - 6.2.1.2.1. Moderate Committee meetings and preside in absence of the chairperson.
 - 6.2.1.2.2. Assist in making arrangements for time and place meetings.
 - 6.2.1.2.3. Attend New Officer Orientation training.
 - 6.2.1.2.4. Will be responsible for obtaining criminal background checks on all LittleKidSBCD, KidSBCD, and JrSBCD committee members and volunteer workers for SBCD as necessary and keeping this information strictly confidential. (Special note not part of the bylaws/PPM, but for information purposes to the Board of Directors' Vice-Chairperson: *If a form comes back and the person has a record of sexual abuse he/she will not be allowed to work with minors at SBCD. A person with a record of domestic violence or physical abuse will also not be allowed to work with minors.*)
 - 6.2.1.3. Secretary:
 - 6.2.1.3.1. Record minutes of board meetings.
 - 6.2.1.3.2. File minutes and reports received from officers, committees, and auxiliaries.
 - 6.2.1.3.3. Jointly assist in recording minutes for joint Board of Directors/Executive Committee meetings.
 - 6.2.1.3.4. Keep a permanent record of all minutes.
 - 6.2.1.3.5. Provide copies of the minutes to Chairperson.
 - 6.2.1.3.6. Alternate with the SBCD Secretary taking minutes of the two-to-four joint session meetings.
 - 6.2.1.3.7. Send the minutes to the SBCD Secretary and the Board of Directors' Chairperson 30 days after adjournment of called meetings.
 - 6.2.1.3.8. Send copies of minutes conducted during conference week to SBCD Secretary by August 15th.
 - 6.2.1.3.9. Attend New Officer Orientation training.
 - 6.2.1.4. Auxiliary Liaisons:
 - 6.2.1.4.1. The Board of Directors will tentatively plan their next meeting date in conjunction with the Executive Committee.
 - 6.2.1.4.2. Auxiliary liaison assignments will be made and brief consideration of any pressing matter resulting from the preceding business meeting.
 - 6.2.2. Focus on future needs/long range goals of SBCD.
 - 6.2.3. Sign all legal contracts pertaining to SBCD and its auxiliaries with the advice and consent of the Executive Committee or at the instruction of the Messengers.
 - 6.2.4. Receive budget recommendations from the Executive Committee and others.
 - 6.2.5. Prepare an annual budget and present it to the annual conference for action.
 - 6.2.6. Have charge over all funding (fund raising) efforts.
 - 6.2.7. Hire and dismiss all permanent employees with advice and consent of the Executive Committee.
 - 6.2.8. Secure and supervise an editor of Together with SBCD.
 - 6.2.9. Propose a conference theme three (3) years in advance and obtain approval from the Messengers at the annual meeting.
 - 6.2.10. Other Board of Directors Meetings:
 - 6.2.10.1. Meet to study future needs and long range goals, formulate budget proposals for conference action, propose themes, and plan fund raising efforts.
 - 6.2.10.2. Meet by the second conference day for any miscellaneous matters and as often during conference week as deemed necessary by the Chairperson and/or majority of the Board of Directors.
 - 6.2.10.3. Meet at least twice a year with the Executive Committee in joint session.
 - 6.2.11. Attend New Officer Orientation training with the two outgoing senior Board of Directors members conducting the orientation.
- 6.3. Media:

- 6.3.1. TWSBCD Editor:
- 6.3.2. Receive Minutes, Reports, Resolutions, and News release from SBCD and its Auxiliaries.
- 6.3.3. Collects timely articles that relate to SBC and (more specifically) SBCD matters, giving special attention to:
 - 6.3.3.1. Missions world-wide (needs, opportunities, and happenings)
 - 6.3.3.2. LifeWay
 - 6.3.3.3. International Mission Board
 - 6.3.3.4. North American Mission Board
- 6.3.4. Receive upcoming Program outlines and Schedules.
- 6.3.5. Assist in the promotion of SBCD causes
- 6.3.6. Edit all the above items for publication, publish, and distribute the TWSBCD at the frequency determined and approved by the Board of Directors.
- 6.3.7. Maintain a listing (including addresses) of SBCD related state, association, church newsletters.
 - 6.3.7.1. Provide them with TWSBCD news releases.
- 6.3.8. Supervise the TWSBCD staff.
- 6.3.9. Report to the Board of Directors.
- 6.4. Webmaster:
 - 6.4.1. Coordinate and share information with the TWSBCD Editor.
 - 6.4.2. Provide information of SBCD churches about deaf revivals, SBCD Statewide fellowships, SBCD Annual Conference.
 - 6.4.3. Provide articles related to SBCD, and SBC, such as poems, mission reports, etc.
 - 6.4.4. Keep an updated list of SBC deaf churches, missions, and ministries on the website.
 - 6.4.5. Report activities and results to SBCD Board of Directors through the TWSBCD Editor.
 - 6.4.6. Retain all receipts and expenses from the purchase of supplies, printing, etc. for the website.
 - 6.4.7. Not use his/her position to promote personal issues, concerns, or opinions.
 - 6.4.8. The SBCD Board of Directors shall appoint the SBCD webmaster.
- 6.5. Committees: Good records are essential to the measurement of goals to be accomplished. Good records not only give direction, but they also make it possible for the next committee to know where to pick up and continue. Each committee shall maintain a record of proceedings in the manner as suggested in **Appendix A**.
 - 6.5.1. Audit Committee
 - 6.5.1.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.1.1.1. Chairperson:
 - 6.5.1.1.1.1. Preside at regular and called meetings.
 - 6.5.1.1.1.2. Call special meetings as needed.
 - 6.5.1.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.1.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the Chairperson and to the SBCD Secretary.
 - 6.5.1.2. Committee duties: Review all SBCD financial records and the Treasurer's annual report and certify their accuracy.
 - 6.5.2. By-Laws Committee:
 - 6.5.2.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.2.1.1. Chairperson:
 - 6.5.2.1.1.1. Preside at regular and called meetings.
 - 6.5.2.1.1.2. Call special meetings as needed.
 - 6.5.2.1.1.3. Responsible for providing copies of the By-Laws to be distributed to the messengers at the annual meeting.
 - 6.5.2.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.2.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the Chairperson and to the SBCD Secretary.
 - 6.5.2.2. Committee duties:
 - 6.5.2.2.1. Study the By-Laws and Policy and Procedure Manual for necessary recommendations in updating/amending them.
 - 6.5.2.2.2. Maintain a list of qualified persons who may act as parliamentarians during the business sessions of SBCD and its auxiliaries.
 - 6.5.3. KidSBCD Committee:

- 6.5.3.1. Committee - the First meeting follows the annual SBCD business session. At the time the committee will elect its new officers, those are as follows:
 - 6.5.3.1.1. Chairperson:
 - 6.5.3.1.1.1. Supervise the KidSBCD program.
 - 6.5.3.1.1.2. Preside at regular and called meetings.
 - 6.5.3.1.1.3. Call special meetings as needed.
 - 6.5.3.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.3.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the Chairperson and to the SBCD Secretary.
- 6.5.3.2. Committee duties:
 - 6.5.3.2.1. Oversee the coordination of the KidSBCD programs.
 - 6.5.3.2.2. Be actively involved as sponsors throughout the whole conference week.
 - 6.5.3.2.3. Appoint sufficient additional SBCD adult sponsors for the week to make the ratio of:
 - 6.5.3.2.3.1. Age: 6 to 12; 1:6
- 6.5.4. LittleKidSBCD Committee:
 - 6.5.4.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.4.1.1. Chairperson:
 - 6.5.4.1.1.1. Supervise the LittleKidSBCD program.
 - 6.5.4.1.1.2. Preside at regular and called meetings.
 - 6.5.4.1.1.3. Call special meetings as needed.
 - 6.5.4.1.3. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.4.1.4. Secretary: To take and maintain all committee minutes and to provide copies to the Chairperson and to the SBCD Secretary.
 - 6.5.4.2. Committee duties:
 - 6.5.4.2.1. Oversee the coordination of the LittleKidSBCD programs.
 - 6.5.4.2.2. Be actively involved as sponsors throughout the whole conference week.
 - 6.5.4.2.3. Appoint sufficient additional SBCD adult sponsors for the week to make the ratio of:
 - 6.5.4.2.3.1. Age: 0 to 1; 1:3
 - 6.5.4.2.3.2. Age: 2 to 5; 1:4
- 6.5.5. Credentials Committee:
 - 6.5.5.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers with the exception of the chairperson, which is mandated by the By-Laws, those are as follows:
 - 6.5.5.1.1. Chairperson (SBCD 2nd Vice-President)
 - 6.5.5.1.1.1. Preside at regular and called meetings.
 - 6.5.5.1.1.2. Call special meetings as needed.
 - 6.5.5.1.1.3. See duties listed under 2nd Vice-President (PPM IX, 4.b).
 - 6.5.5.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.5.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the Chairperson and to the SBCD Secretary.
 - 6.5.5.2. Committee duties:
 - 6.5.5.2.1. Review documentation of each messenger present to determine who are properly qualified as messengers.
 - 6.5.5.2.2. See duties listed under Registration PPM VI, F.
- 6.5.6. History Committee:
 - 6.5.6.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.6.1.1. Chairperson:
 - 6.5.6.1.1.1. Preside at regular and called meetings.
 - 6.5.6.1.1.2. Call special meetings as needed.
 - 6.5.6.1.1.3. Send in an annual report to the TWSBCD Editor.
 - 6.5.6.1.2. Vice-Chairperson: To preside in the absence of the chairperson.
 - 6.5.6.1.3. Secretary To take and maintain all committee minutes and to provide copies to the Chair and to the SBCD Secretary.
 - 6.5.6.2. Committee duties: Collect and maintain archives material relating to Southern Baptist Deaf Work.
- 6.5.7. JrSBCD Committee:

- 6.5.7.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.7.1.1. Chairperson:
 - 6.5.7.1.1.1. Preside at regular and called meetings.
 - 6.5.7.1.1.2. Call special meetings as needed.
 - 6.5.7.1.1.3. Send long range budget request to the Executive Committee and Board of Directors 30 days before the joint meeting.
 - 6.5.7.1.1.4. Preside over the JrSBCD in the event the JrSBCD President and Vice-President are unable to fill their role.
 - 6.5.7.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.7.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to the SBCD Secretary.
- 6.5.7.2. Committee duties:
 - 6.5.7.2.1. Oversee the coordination of the JrSBCD program.
 - 6.5.7.2.2. Actively involved in sponsors throughout the whole conference week.
 - 6.5.7.2.3. Appoint sufficient additional adult sponsors for the week to take a ratio of one (1) to twenty (20).
- 6.5.8. Nominating Committee:
 - 6.5.8.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.8.1.1. Chairperson:
 - 6.5.8.1.1.1. Preside at regular and called meetings.
 - 6.5.8.1.1.2. Call special meetings as needed.
 - 6.5.8.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.8.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to the SBCD Secretary.
 - 6.5.8.2. Committee duties:
 - 6.5.8.2.1. Review documentation of each messenger present to determine who are properly qualified as messengers.
 - 6.5.8.2.2. Select and make a list each candidate for SBCD Officers. Board of Directors, and Elected Committees.
 - 6.5.8.2.3. Ask the candidates if they are willing to serve and make a commitment that they will attend the SBCD the duration of their terms. (Officers - one year, Board of Directors and Elected Committees -three years).
 - 6.5.8.2.4. Make a recommendation of the list on the floor during the SBCD Annual Business Meeting.
- 6.5.9. Resolutions Committee:
 - 6.5.9.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.9.1.1. Chairperson:
 - 6.5.9.1.1.1. Preside at regular and called meetings.
 - 6.5.9.1.1.2. Call special meetings as needed.
 - 6.5.9.1.1.3. Present the committee's report and resolutions to the Messengers at the annual business meeting.
 - 6.5.9.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.9.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to the SBCD Secretary.
 - 6.5.9.2. Committee duties: Receive and write resolutions.
- 6.5.10. Steering Committee:
 - 6.5.10.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers with the exception of the Chair, which is mandated by the By-Laws, those are as follows:
 - 6.5.10.1.1. Chairperson: (SBCD 1st Vice-President)
 - 6.5.10.1.1.1. Preside at regular and called meetings.
 - 6.5.10.1.1.2. Call special meetings as needed.
 - 6.5.10.1.1.3. See duties listed under 1st Vice-President (PPM IX, 3.b).
 - 6.5.10.1.2. Vice Chairperson: To preside in the absence of the chairperson.

- 6.5.10.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to The SBCD Secretary.
- 6.5.10.2. Committee duties:
 - 6.5.10.2.1. Select a parliamentarian from the approved By-Laws Committee.
 - 6.5.10.2.2. Review and screen all motions that are to be made during the business session, after the Parliamentarian has ruled on the constitutionality of each motion.
- 6.5.11. Time and Place Committee:
 - 6.5.11.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.11.1.1. Chairperson:
 - 6.5.11.1.1.1. Preside at regular and called meetings.
 - 6.5.11.1.1.2. Call special meeting as needed.
 - 6.5.11.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.11.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to the SBCD Secretary.
 - 6.5.11.2. Committee duties:
 - 6.5.11.2.1. Receive, screen (as per Article VI) and solicit invitations for future SBCD meeting sites.
 - 6.5.11.2.2. Make proposals to the General Assembly as to the dates and locations.
- 6.5.12. International Missions Committee:
 - 6.5.12.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.12.1.1. Chairperson:
 - 6.5.12.1.1.1. Preside at regular and called meetings.
 - 6.5.12.1.1.2. Call special meeting as needed.
 - 6.5.12.1.1.3. Serve on the Executive Committee.
 - 6.5.12.1.1.4. Attend New Officer Orientation training.
 - 6.5.12.1.1.5. Serve as the Committee's official SBCD liaison to the International Mission Board, with the advice and consent of the Committee.
 - 6.5.12.1.1.6. Write and send to Editor a Missions Article for each issue of TWSBCD.
 - 6.5.12.1.1.7. Report their work to general assembly.
 - 6.5.12.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.12.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to the SBCD Secretary.
 - 6.5.12.2. Committee duties:
 - 6.5.12.2.1. Gather information concerning international deaf mission needs.
 - 6.5.12.2.2. Promote international deaf mission participation.
 - 6.5.12.2.3. Evaluate international deaf mission opportunities.
 - 6.5.12.2.4. Administer International Deaf Mission Funds (John W. Michaels Missions Offering) with the approval of the General Assembly or Executive Committee in absentia.
 - 6.5.12.2.5. Serve as SBCD's official liaison to the International Mission Board concerning joint mission endeavors between SBCD and IMB.
- 6.5.13. North American Missions Committee:
 - 6.5.13.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.13.1.1. Chairperson:
 - 6.5.13.1.1.1. Preside at regular and called meetings.
 - 6.5.13.1.1.2. Call special meeting as needed.
 - 6.5.13.1.1.3. Serve on the Executive Committee.
 - 6.5.13.1.1.4. Attend New Officer Orientation training.
 - 6.5.13.1.1.5. Serve as the Committee's official SBCD liaison to the North American Mission Board, with the advice and consent of the Committee.
 - 6.5.13.1.1.6. Write and send to Editor a Missions Article for each issue of TWSBCD.
 - 6.5.13.1.1.7. Report their work to general assembly.
 - 6.5.13.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.13.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the Chair and to the SBCD Secretary.

6.5.13.2. Committee duties:

- 6.5.13.2.1. Gather information concerning North American deaf mission needs.
- 6.5.13.2.2. Promote North American Deaf Mission participation.
- 6.5.13.2.3. Evaluate North American Deaf Mission opportunities.
- 6.5.13.2.4. Administer North American Deaf Mission Funds (Bearden/Bruffey offerings) with the approval of the General Assembly or Executive Committee in absentia.
- 6.5.13.2.5. Serve as SBCD's official liaison to the North American Mission Board concerning joint mission endeavors between SBCD and NAMB.
- 6.5.13.2.6. Updates the SBCD directory twice a year and sends it to webmaster twice a year.

6.5.14. Education Committee:

- 6.5.14.1. Committee - the First meeting follows the annual SBCD business session. At that time the committee will elect its new officers, those are as follows:
 - 6.5.14.1.1. Chairperson:
 - 6.5.14.1.1.1. Preside at regular and called meetings.
 - 6.5.14.1.1.2. Call special meeting as needed.
 - 6.5.14.1.2. Vice Chairperson: To preside in the absence of the chairperson.
 - 6.5.14.1.3. Secretary: To take and maintain all committee minutes and to provide copies to the chairperson and to the SBCD Secretary.
- 6.5.14.2. Committee duties:
 - 6.5.14.2.1. Shall review all applications for the Ephphatha Deaf Ministry Training Scholarship and make the recommendation to the SBCD Board of Directors for approval.
 - 6.5.14.2.2. Shall perform the works as outlined in Bylaws 2.2.2.4.

6.6. Auxiliaries:

6.6.1. ASBID:

- 6.6.1.1. Chairperson:
 - 6.6.1.1.1. To report the activities of ASBID to the general assembly of ASBID.
 - 6.6.1.1.2. Preside at all sessions including the regular called business meetings.
 - 6.6.1.1.3. Appoint Program Planning Subcommittee, the Registration Subcommittee, the Nominating Subcommittee, and any other subcommittees deemed necessary for programming the annual interpreter's workshop.
 - 6.6.1.1.4. Serve as ex-officio member of all subcommittees.
 - 6.6.1.1.5. Appoint a Parliamentarian, from a list of qualified persons provided by the SBCD and By-Laws Committee, for each ASBID annual business meeting.
 - 6.6.1.1.6. Serve as a member of the SBCD Executive Committee.
- 6.6.1.2. Vice-chairperson:
 - 6.6.1.2.1. Preside in the absence of the chairperson.
 - 6.6.1.2.2. Shall be in charge of physical arrangements for the interpreter's workshop, in coordination with the SBCD Local Arrangements Committees.
- 6.6.1.3. Recording Secretary:
 - 6.6.1.3.1. Record the minutes of any meetings of ASBID.
 - 6.6.1.3.2. Provide copies of the minutes within thirty (30) days of adjournment of the annual meeting to the ASBID chairperson, SBCD President and Secretary.
 - 6.6.1.3.3. Provide the reports to the Together With SBCD Editor.
 - 6.6.1.3.4. Provide copies of the minutes to the ASBID messengers of the previous conference.
 - 6.6.1.3.5. Serve as chairperson of the Registration Committee.
- 6.6.1.4. Coordinator of Interpreters:
 - 6.6.1.4.1. Recruit and coordinate volunteer interpreters for signing deaf, hearing, oral deaf, and deaf-blind in all general meeting/services of the SBCD and its auxiliaries.
- 6.6.1.5. Subcommittees: There shall be three (3) standing subcommittees of ASBID. They are: Program Planning Committee, Registration Subcommittee, and Nominating Subcommittee. Their term of office shall be for one year and begin at the close of the annual meeting in which they are appointed until the close of the next annual meeting in which they are appointed until the close of the next annual meeting. There shall be five on each committee. As other needs arise, special committees may be created to speak to those needs. The selection process, term of service, committee size and duties of the committees are to be defined in the motions which

- propose their creation.
- 6.6.1.6. Vacancies: Should a vacancy occur in any position in ASBID before the next election, the Board of Directors may appoint someone to fill the vacancy for the remainder of the term.
- 6.6.2. FMPD:
- 6.6.2.1. Chairperson:
- 6.6.2.1.1. Preside at all sessions.
- 6.6.2.1.2. Appoint Nominating Committee, and any other committees deemed necessary for the Programming of the annual meeting.
- 6.6.2.1.3. Serve as ex-officio member of all committees.
- 6.6.2.1.4. Serve as a member of the SBCD Executive Committee.
- 6.6.2.2. Vice-Chairperson:
- 6.6.2.2.1. Preside in the absence of the chairperson.
- 6.6.2.2.2. Take charge of physical arrangements for the missionaries and pastors meeting in coordination with the SBCD Local Arrangements Committee.
- 6.6.2.3. Secretary:
- 6.6.2.3.1. Record the minutes of the annual business meeting and any special called business meetings.
- 6.6.2.3.2. Provide copies of the minutes thirty (30) days of adjournment of the annual meeting to the FMPD Chairman, SBCD President and Secretary.
- 6.6.2.3.3. Provide copies of the minutes to the FMPD messengers of the previous conference.
- 6.6.2.3.4. Provide the reports to the Together With SBCD Editor.
- 6.6.2.4. The Planning Committee shall consist of the Chairperson, Vice-Chairperson and Secretary. The Committee shall be responsible for planning and implementing FMPB workshops annually.
- 6.6.2.5. Subcommittees: There shall be the Nominating Subcommittee. The Nominating Committee will begin functioning during the first part of the week in which they are elected and cease with the election of next year's officers. As other needs arise, special committees may be created to speak to those needs. The selection process, term of service, committee size and duties of the committees are to be defined in the motions which propose their creation.
- 6.6.3. JrSBCD:
- 6.6.3.1. President:
- 6.6.3.1.1. Preside at all sessions during the annual meeting.
- 6.6.3.1.2. Works with the JrSBCD committee to implement the program.
- 6.6.3.1.3. Appoints any committee deemed necessary for the coordination of JrSBCD's conference.
- 6.6.3.1.4. Receives any special funds belonging to JrSBCD for special events.
- 6.6.3.1.5. Relates to the JrSBCD Committee and SBCD Board of Directors' liaison officer.
- 6.6.3.1.6. Present a report at the SBCD business meeting.
- 6.6.3.2. Vice-President:
- 6.6.3.2.1. Preside in the absence of the President.
- 6.6.3.2.2. Shall assist the President in implementing the program.
- 6.6.3.3. Secretary:
- 6.6.3.3.1. Records minutes of annual business meetings.
- 6.6.3.3.2. Keeps a permanent record of all annual meetings and provides copies.
- 6.6.3.3.3. Provides copies of minutes of annual business meeting to the SBCD Secretary.
- 6.6.3.3.4. Provide the reports to the Together With SBCD Editor.
- 6.6.4. MAPSF
- 6.6.4.1. Coordinator:
- 6.6.4.1.1. Be responsible for arranging the annual fellowships and program.
- 6.6.4.1.2. Appoints any and all committees (including Nominating Subcommittee) necessary for fellowships and programs.
- 6.6.4.1.3. Serves as a member of the SBCD Executive Committee.
- 6.6.4.2. Assistant Coordinator:
- 6.6.4.2.1. Preside in the absence of the Coordinator.
- 6.6.4.2.2. Assist the Coordinator with the annual fellowship and program.
- 6.6.4.2.3. Provides reports to the Together With SBCD Editor for publication.
- 6.6.4.2.4. Provides copies of minutes of annual business meeting to SBCD Secretary.

X. EPHPHATHA DEAF MINISTRY TRAINING SCHOLARSHIP FUND

The guidelines for the Ephphatha Deaf Ministry Training Scholarship Fund will be as follows:

1. Who can apply?
 - 1.1. Person must be Deaf or Hard of Hearing.
 - 1.2. Person must be member of a Southern Baptist Church for at least one year.
 - 1.3. Person's Goal is to have a career in Deaf Ministry.
 - 1.4. Person must have already been accepted by a College, Seminary or School.
 - 1.5. If person is already a student, he/she must be in good academic standing with his/her school.
2. How to apply?
 - 2.1. Person must send a letter of interest to the Chair of the Education Committee.
 - 2.2. Person must include an explanation of his/her salvation experience and call to ministry.
 - 2.3. Submit proof that the person has been accepted to a particular School, College, Seminary, etc.
 - 2.4. Give the name and address of the pastor and church where he/she is a member in order for the Education Committee to contact them. The church will need to vote to support this person's call to the ministry and affirm his/her character, salvation experience, service to the church, etc.
 - 2.5. Inform the committee the length of time he/she anticipates being in school.
3. How to Renew Application?
 - 3.1. A person who has received the scholarship in the past can renew on an annual basis.
 - 3.2. Submit a letter of interest in renewing the scholarship and show proof of good academic standing and continuing membership in a Southern Baptist Church.
4. Approval Process:
 - 4.1. Education Committee will review all applications for the Scholarship and make their recommendation to the SBCD Board of Directors for final approval.
 - 4.2. Upon receiving approval the Education Committee will notify the person and arrange for the check to be sent directly to the person's school. (According to Federal Law checks cannot be sent directly to the person).
5. Fund Raising:
 - 5.1. \$500/year to be set aside from the SBCD general budget each year into the scholarship fund.
 - 5.2. A line be added to the offering envelope for SBCD making contributions to the Education Fund an option in addition to the option for Missions and General Fund.
 - 5.3. Education Committee will be responsible to write an article each year for TWSBCD on the Scholarship Fund promoting giving to this area.
 - 5.4. Education Committee will be responsible for coming up with additional ways to raise money for the scholarship fund.
6. Fund Disbursement:
 - 6.1. The Year To Date interest earned from the fund, contributions during the SBCD Conference week, and designated contributions will be available for disbursement as a scholarship.
 - 6.2. The Ephphatha Deaf Ministry Training Scholarship Fund shall be kept in SBCD bank accounts.

XI. FUNDRAISING

Any committee, elected, appointed or ad hoc, may conduct fundraising projects for the benefit of SBCD or its committees. Each fundraising project must be approved by the Executive Committee or Board of Directors or General Assembly. The SBCD Treasurer shall oversee each fundraising project from start to end.

XII. ORIENTATION TRAINING AND SERVICE COMMITMENT

1. Why: Orientation will be necessary in order that each officer, director, and committee chairperson will be prepared to do their work during the conference year. The orientation will give each person training in the following areas: duties, responsibilities, deadlines, and chain of procedure.

2. Who: The orientation will be conducted by the two outgoing directors (they are the directors in current tenure of the present administrative team.)
3. When: The training will be following the adjournment of the annual business meeting and before the end of the annual meeting.
4. How: Each member should be given a copy of the By-Laws and Policy/Procedure Manual. General timetables and contact persons should be covered. Specific responsibilities and deadlines as it pertains to:
 - 4.1. Minutes
 - 4.2. Reports
 - 4.3. Budgets
 - 4.4. Room assignments
 - 4.5. Promotion
 - 4.6. Upcoming meeting dates should be clearly understood by each person.

XIII. PARLIAMENTARY PROCEDURES

1. Terms:
 - 1.1. Adjourn - To dismiss or end a meeting.
 - 1.2. Amend/Amendment - To change the wording or substitute the wording in a motion. This is done by a motion to amend.
 - 1.3. Authority - Robert's Rules of Order, the most recent revision.
 - 1.4. Call to order (by the moderator) - The presiding officer, usually the President announces the meeting has begun.
 - 1.5. Chair - The presiding officer (moderator or President)
 - 1.6. Debate - Discussion or arguments on a matter.
 - 1.7. Floor - The Privilege of speaking to the group. Raise a flag (given before the meeting) to be recognized by the President.
 - 1.8. Majority - More than a half of a total number of people voting.
 - 1.9. Motion - A proposal for some action or decision.
 - 1.10. New Business - matters of business that has not been before the group before.
 - 1.11. Old Business - See Unfinished Business.
 - 1.12. Point of Information - A request for additional information on the subject being discussed.
 - 1.13. Point of Order - A question about some rule of procedure.
 - 1.14. Point of Privilege - a question about such matters as personal comfort, safety, disorderly, remarks or conduct, or implications.
 - 1.15. Question - The motion or amendment the group is talking about.
 - 1.16. Quorum - The number of members required to be present.
 - 1.17. Refer - To send an issue to another group (body or committee, etc.)
 - 1.18. Report - Requested information from an officer, trustee, or committee.
 - 1.19. Rescind - A reversal of a previous decision.
 - 1.20. Second - The support of another member for a motion to be discussed. (A second does not mean an agreement with the motion. It simply means agreement that the group should vote on the matter.)
 - 1.21. Table - To delay action on a motion.
 - 1.22. Unfinished Business - Any item left over from the last meeting or which was postponed to this meeting. (Signed as old Business).
2. Basic Principles:
 - 2.1. Only one subject can be considered at a time.
 - 2.2. Each proposal presented entitles every member to free and full discussion.
 - 2.3. The will of the majority should be carried out, but the rights of the minority are protected.
 - 2.4. Every member has an equal right to introduce, to discuss, and to vote.
 - 2.5. The business and discussion should follow good rules of courtesy.
3. Table of common used motions: See Appendix C
4. Procedure:
 - 4.1. Member asks for the floor.
 - 4.2. Chairperson recognizes the speaker.
 - 4.3. Motion is made.
 - 4.4. Motion is seconded.

- 4.5. Motion is restated by chairperson or secretary.
- 4.6. Motion is discussed.
- 4.7. Motion is restated by chairperson or secretary.
- 4.8. Motion is voted on.
- 4.9. Results are announced.
5. Conduct of Business:
 - 5.1. During business sessions of the SBCD Annual Conferences, Board of Directors Meetings, Auxiliary Meetings, and Committee Meetings the above procedures will serve as a guide for conducting SBCD business affairs.
 - 5.2. Deadlines - motions to be considered by the SBCD's Annual Conference business meeting must be submitted to the Steering Committee by the day the President announces.

XIV. MISSION WORK

1. Mission Field:
 - 1.1. The Mission field is two-fold.
 - 1.1.1. Local mission: The education and awareness to individuals and churches recognizing and responding to the needs in deaf missions; assisting efforts to share the gospel with deaf people throughout North America.
 - 1.1.2. International mission: The education and awareness to individuals and churches recognizing and responding to the needs in deaf missions; assisting efforts to share the gospel with deaf people throughout the world.
 - 1.2. Requests for missions support shall be made to through appropriate Southern Baptist agencies or institutions (i.e. LifeWay, IMB, NAMB, State conventions, and local churches).
 - 1.3. Consideration will be given to those requests originating from the field (actual written invitations).
 - 1.4. Care will be given in maintaining existing mission endeavors as long as these are viable mission opportunities.
2. Workers:
 - 2.1. Workers will be active members of a local Southern Baptist church.
 - 2.2. Whenever possible the utilization of the maximum number of skilled and interested person shall be selected to represent SBCD in mission endeavors.
 - 2.3. Priority consideration will be given to those workers with experience and proven teamwork ability.
 - 2.4. Encouragement will be given to individuals and churches to participate in Partnership Evangelism efforts.
 - 2.5. Volunteers shall be responsible for securing their own financial support for missionary endeavors.
 - 2.6. At least one person participating in the mission endeavor must be deaf.
3. Procedures:
 - 3.1. Individuals wishing to participate in SBCD missionary endeavors should contact the International Missions committee through its chairperson.
 - 3.2. The committee shall choose members of ministry teams to officially represent SBCD in approved endeavors. At least one person participating in the mission endeavor must be deaf.
 - 3.3. Groups/individuals requesting assistance from the committee with the IMB/NAMB/State conventions should submit at annual meetings (including joint meetings of the Executive Committee and Board of Directors) on all mission endeavors completed during the previous year.
 - 3.4. The committee shall report to SBCD at annual meetings (including joint meetings of the Executive Committee and Board of Directors) on all mission endeavors completed during the previous year.
 - 3.5. One worship service during the SBCD week should be devoted for Mission emphasis.
4. International or IMC Budget
 - 4.1. SBCD designated 1% of the annual budget to International Mission Fund (IMF).
 - 4.1.1. Publication-related expenses for the Michaels Offering.
 - 4.1.2. Committee Correspondence and Telecommunication.
 - 4.1.3. Missions Night at SBCD.
 - 4.1.4. Miscellaneous Expenses
 - 4.2. Monies received from donations to the IMC from churches, individuals, and conference offering (John W. Michaels Missions Offering). 100% of this money will be designated to meeting the needs of Southern Baptist Deaf groups which travel to foreign lands, witnessing to deaf people. It will be divided as follows:
 - 4.2.1. Media Supplies and material (Bibles, tracts, videotapes, etc.) -5%
 - 4.2.2. World Games for the Deaf-10% (plus the 1% designated from the SBCD Budget.)

- 4.2.3. Medical Needs of volunteers -5%
- 4.2.4. Travel Expenses for IMC authorized - 20%
- 4.2.5. General evangelism expenses (vending, fees, pins, etc.) - 60%
- 5. North American or NAMC Budget
 - 5.1. SBCD designated 1% of the annual budget to North American Mission Fund (NAMF):
 - 5.1.1. Publication-related expenses for the Bearden/Bruffey Missions Offering and directory of Southern Baptist Deaf missions.
 - 5.1.2. Committee Correspondence and Telecommunication.
 - 5.1.3. Missions Night at SBCD.
 - 5.1.4. Miscellaneous Expenses
 - 5.2. Monies received from donations to the NAMC from churches, individuals, and conference offering (Bearden/Bruffey Missions Offering). 100% of this money will be designated to meeting the needs of Southern Baptist Deaf groups which travel on the domestic land, assisting church planting, and witnessing to deaf people.

XV. FINANCES

1. Designated Gifts: SBCD must manage Designated Gifts in agreement with the purpose of the giver (person/s or agency giving the gift).
 - 1.1. If the designation is not possible or acceptable, then the gift must be declined.
 - 1.2. No gift may be designated to a person unless the person is an ordained minister or is a missionary.
 - 1.3. SBCD may not change the designation of the gift without expressed written instructions by the giver.
2. Accounts: All accounts must be in the name of the Southern Baptist Conference of the Deaf. SBCD's name must be printed on all checks.
3. Authorizing Signatures: Checks must be signed by two officials; President, Treasurer, or second-year Director.
4. Authorizing Credit Card: The Board of Directors will make the selection of the designated card holder. The purpose of using the card is only to purchase the flight itineraries and other travel expenses like lodging and meals.
5. Surety bond is required for the recovery of lost or stolen monies and covered for four authorizing signatures.
6. Reimbursements: Receipts or invoices are required before any reimbursements may be made.
 - 6.1. Travel-related expense will be paid depending on the IRS mileage rate, not to exceed the cost of lowest availability airline fare to and from the destination
7. The Fiscal year begins September 1st and ends August 31st.
8. The outgoing Treasurer is to have monies and records transferred over to the incoming treasurer within thirty (30) days of leaving office.
9. Budget Making Process:
 - 9.1. SBCD adopts its budget one year in advance.
 - 9.2. The Executive Committee recommends program budget to the Board of Directors by the time of the mid-year joint meeting of the Board of Directors and Executive Committee.
 - 9.3. The Board of Directors merges this budget with their long-range budget recommendations and submits the total package to the Messengers for approval at their annual meeting.
10. Budget Accounts:
 - 10.1. Unless otherwise voted upon, budget account balances do not carry over from fiscal year to fiscal year except for the International and North American Mission Funds (John W. Michaels Missions Offering & Carter/Bruffey Missions Offering), the World Games for the Deaf, the Anniversary, and the Ephphatha Deaf Ministry Training Scholarship accounts.
 - 10.2. Category No. and Account Name (underlined indicating budget lines)
 - 10 – Southern Baptist Conference of the Deaf (SBCD)
 - William L. Asbridge Memorial Fund (General Program)*
 - 10-01 – Conference Site
 - 10-02 – History, Preservation, Anniversary
 - 10-03 – SBCD Home Office, Equipment, Supplies & Storage
 - 10-04 – PPM
 - 10-05 – Cooperative Program

- 10-06 – Media (TWSBCD and SBCD Website)
 - 10-07 – LittleKidSBCD
 - 10-08 – KidSBCD
 - 11 – Executive Committee (EC)
 - 12 – Board of Directors (BD)
 - 12-01 – Board of Trustees – Task Force
 - 13 – Auxiliaries
 - 13-01 – Association of Southern Baptist Interpreters for the Deaf (ASBID)
 - 13-02 – Fellowship of Missionary and Pastors to the Deaf (FMPD)
 - 13-03 – Missionary and Pastors’ Spouses Fellowship (MAPSF)
 - 13-04 – Junior Southern Baptist Conference of the Deaf (JrSBCD)
 - 20 – International Mission Fund (IMF)
 - John W. Michaels Missions (International Mission)*
 - 20-01 – International Mission Fund
 - 20-02 – World Games for the Deaf
 - 20-03 – World Congress of Deaf Baptists
 - 20-04 – Special Accounts
 - 20-09 – SBCD/IMB Task Force
 - 30 – North American Mission Fund (NAMF)
 - Bruffey/Bearden Missions (North American Mission)*
 - 30-01 – North American Mission Fund
 - 30-09 – SBCD/NAMB Task Force
 - 70 – Education Committee
 - Ephphatha Deaf Ministry Training Scholarship*
 - 70-01 – Ephphatha Deaf Ministry Training Scholarship Fund
 - 90 – Miscellaneous Contributions
- 10.3 Sub-Account No. and Account Name
- 100 – Operating checking
 - 101 – William L Asbridge Memorial Fund (General Program)
 - 102 – Bruffey/Bearden Missions Fund (North American Mission)
 - 103 – John W. Michaels Missions Fund (International Mission)
 - 104 – Ephphatha Deaf Ministry Training Scholarship Fund
 - 110 – Savings/Money Market
 - 400 – Contributions – Individuals
 - 410 – Contributions – Churches
 - 420 – Contributions – Offerings
 - 430 – Contributions – State Conferences
 - 440 – Designations
 - 470 – Registrations
 - 472 – Booth Fees
 - 550 – Interest
 - 560 – Sales
 - 590 – Transfers to/from
 - 700 – Advertisement/Promotion/Flyers
 - 701 – Auditing/Reporting
 - 702 – Bank fees/Returned checks
 - 703 – Books & publications
 - 704 – Computer Services
 - 705 – Conference Expenses
 - 706 – Cooperative Program

- 707 – Dues & subscriptions
 - 708 – Equipment lease
 - 709 – Honorariums
 - 710 – Insurance
 - 711 – Interpreting Services
 - 712 – Lodging-Conference
 - 713 – Meals-Conference
 - 714 - Miscellaneous
 - 715 – Postage/shipping
 - 716 – Printing/copying
 - 717 – Refunds
 - 718 – Rents
 - 719 – Scholarships
 - 720 – Supplies
 - 721 – Telecommunications
 - 722 – Trainings
 - 723 – Travel & Mileage
 - 724 – Travel Meals, Hotel
 - 800 – Missions
11. Solicitations and Fund Raising Campaigns: The Board of Directors is charged with this sensitive matter and is to be treated carefully according to Southern Baptist policy.
12. Auditing procedures: The Audit Committee is to testify to the Messengers the accuracy of the Treasurer's Finance Reports.
13. Reporting/Filing procedures:
- 13.1 Treasurer is to report the internal financial statement to the Executive Committee, Board of Directors, and committee chairpersons on the monthly basis. The hard copies of six-month and annual financial reports (see the asterisks on 10.2) are given out at mid-year planning meeting and at the conference. Copies of the annual financial report will be given to the new officers at the orientation training.
- 13.2 Assistant Treasurer is to report the Annual Report to the State of Tennessee (October) and is to file 990 Form [July 1-June 30] to Internal Revenue Service Center (November).

XVI. PUBLISHING

1. SBCD reserves exclusive rights to the SBCD logo (which is copyright), TWSBCD and any other materials that are published for or by SBCD.
2. Written approval must be secured from the Board of Directors to reprint or use any of the publications or the logo.

XVII. SUCCESSION of OFFICERS

1. Term of Office: Begins at the installation of officers by the General Membership and concludes at the close of the following year's election of offices.
2. Vacancies: Should a vacancy occur within SBCD or any of its auxiliaries before the next election, the Board of Directors may appoint someone to fill that vacancy with the exception of the office of President.

XVIII. DISSOLUTION PROCEDURES

1. Auxiliaries:
 - 1.1. Procedures - One of the three methods may be used to dissolve an auxiliary:
 - 1.1.1. A simple majority vote to do so by both the auxiliary itself and the SBCD messengers in the General Assembly.
 - 1.1.2. After three consecutive years of inactivity an auxiliary will automatically become dissolved.

- 1.1.3. An auxiliary may be immediately dissolved by a two-thirds (2/3) vote of the SBCD messengers in the General Assembly.
- 1.2. Assets - any assets of any auxiliary automatically reverts back to SBCD. The disposition of such assets may be decided by the General Membership or assigned to the Board of Directors, which is responsible for long-range fund-raising.
2. Committees:
 - 2.1. Special committees are constitutionally required to have life span defined within the motion of their creation.
 - 2.2. Appointed committees may be replaced at the pleasure of the appointing officer or trustees.
 - 2.3. Standing committees cannot be dissolved without amending the By-Laws in which they are created.
3. SBCD:
 - 3.1. SBCD may be only dissolved by a 3/4 vote of the messengers in General Assembly.
 - 3.2. Should the organization be dissolved, any and all assets of SBCD, regardless of value, will be converted into cash and will be deposited and held in escrow under the direction of the Southern Baptist Convention's Executive Committee.
 - 3.3. The principal monies and interest in the above mentioned escrow account will remain in that account to be used only in the event that SBCD is re-established. Should a time of five (5) years pass and SBCD not be reestablished, funds will be divided equally and given to IMB and NAMB for deaf mission work.

XIX. AMENDMENTS

The Policy Procedure Manual is the most flexible guideline instrument of SBCD followed by the By-Laws and then, the SBCD Articles of Incorporation. Amendments may originate with any current SBCD messenger.

1. Policy and Procedure Manual.
 - 1.1. In writing (USE Appendix B – Main Motion Form) and sent to the SBCD President and the Chairman of Board of Directors before the joint meeting of the Executive Committee and the Board of Directors. A two-thirds (2/3) majority vote of the combined body of the Executive Committee and the Board of Directors is needed for approval. Note: This is not a two-thirds (2/3) vote by each body, but rather a 2/3 vote of the combined bodies.
 - 1.2. Such changes will then be inserted in the PPM by the by-laws committee and/or Board of Directors.

XX. SERVICE SUPPORT PROVIDER

The Service Support Provider (SSP) Coordinator shall oversee all of the recruiting, training, scheduling, and following up of the SSPs so that the annual conference of SBCD shall become fully accessible to the deaf blind delegates and visitors. SBCD is not responsible to take deaf blind participants to/from the hotel and/or airport. SBCD's responsibility is only at the conference site.

The SSP Coordinator shall:

1. Find out how many deaf blind/visually impaired people there are, and if they want a volunteer to lead them to all of the workshop, worship services, recreational events, Bible studies, meals, restroom breaks, etc. all week.
2. Advertise the need for SSPs to the deaf and hearing people attending the conference.
3. Schedule the SSPs to work throughout the week with the deaf blind people who request assistance.
4. Train the SSPs as to how to guide the deaf blind people from place to place, and how to describe to them things they cannot see.
5. Be in close contact with the ASBID Deaf Blind Interpreter Coordinator, to let him/her know which workshops, meetings, and worship services, etc. the deaf blind individuals plan to attend, and to communicate whether these individuals need close-range, stationary distance, or tactile interpreters in ASL or Signed English.

Appendix A

RECORD of PROCEEDINGS

Name of Committee: _____

Name of Chairman: _____

Phone Number: (_____) _____ VP FAX TEXT TDD VOICE

Names of Committee Members: Their Years of Service:

_____ 2) _____

_____ 4) _____

_____ 6) _____

Dates of Meetings: 1) _____ 2) _____

Discussions: 1) _____ 2) _____

Ideas: 1) _____ 2) _____

Benefits: 1) _____ 2) _____

Defects: 1) _____ 2) _____

Sub Committee Assignment:

To Sub Committee: _____

To Sub Committee: _____

Findings: 1) _____ 2) _____

Decisions 1) _____ 2) _____

Recommendations: 1) _____ 2) _____

Prepare to Report: 1) _____ 2) _____

Appendix B

MAIN MOTION FORM

I, _____ (Your Name), move that _____

Seconded by: _____ (Person's Name)

The Main Motion should include: Who, What, Purpose (Why), How (How is it to accomplished, How Long, How Many), and Where.

Appendix C

TABLE OF COMMONLY USED MOTIONS

Motion	Second Required?	Amendable? To Pass?	Debatable?	Vote Required
Main Motions				
Subsidiary Motions	YES	YES	YES	MAJORITY
Lay on the Table	YES	NO	NO	MAJORITY
Close Debate	YES	NO	NO	TWO-THIRDS
Limit or Extend Debate	YES	YES	NO	TWO-THIRDS
Postpone to Fixed	YES	YES	YES	MAJORITY
Refer to a Committee	YES	YES	YES	MAJORITY
Amend *	YES	YES	YES	MAJORITY
Postpone Indefinitely	YES	NO	YES	MAJORITY
Privilege Motions				
Adjourn	YES	NO	NO**	MAJORITY
Recess	YES	YES	NO**	MAJORITY
Question of Privilege	NO	NO	NO	NONE
Incidental Motions (All have equal rank)				
Point of Order	NO	NO	NO	NONE***
Appeal Ruling of Chair	YES	NO	NO	MAJORITY
Suspend Rules	YES	NO	NO	TWO-THIRDS
Withdraw Motions	NO	NO	NO	MAJORITY
Reconsider	YES	NO	YES	MAJORITY
Rescind	YES	YES	YES	TWO-THIRDS
Take from the Table	YES	NO	NO	MAJORITY

* Only the first amendment to a motion is amendable and as amendment is debatable only if the original motion is debatable.

** Not debatable when another motion is pending. If no other motion is pending, it is treated as a main motion.

*** Point of order is decided by the chairperson. If chairperson's decision is not satisfactory, then a member may appeal from the decision of the chairperson.