

**Alabama Baptist Conference
of the Deaf**

(ABCD)

Constitution and By-Laws

The Constitution of the
Alabama Baptist Conference of the Deaf
(ABCD)

The Constitution

ARTICLE I: NAME

The name of this organization shall be the Alabama Baptist Conference of the Deaf (hereafter referred to as ABCD).

ARTICLE II: GOALS

The goals of this conference shall be to encourage:

1. Church attendance and attendance at other Christian services
2. The teaching of God's Word
3. Christian spiritual growth
4. Christian training
5. Christian discipleship
6. Christian fellowship
7. Unity
8. Leadership
9. Christian Stewardship

And to:

10. Elect officers
11. Establish committees

The officers, advisors, and committees shall do the work of the ABCD at the direction of the ABCD President and Executive Board. Advisors can be chosen at the discretion of the current President. One of the responsibilities of the Executive Board shall include arranging for the annual ABCD conference and any additional meeting(s) or conference(s).

ARTICLE III: DOCTRINE

ABCD accepts the Holy Bible as the all-sufficient rule for faith and practice. ABCD agrees with the Baptist faith as stated by the Southern Baptist Convention (SBC).

ARTICLE IV: COOPERATION

ABCD shall join to the fullest capacity possible all actions of the Alabama Baptist Convention (ABC), the Southern Baptist Convention (SBC), and the Southern Baptist Conference of the Deaf (SBCD). ABCD shall keep in mind the efforts of these conventions. ABCD shall not join with any group whose faith, doctrine, or practices are against those of the Southern Baptist Convention.

ARTICLE V: MEMBERSHIP

The membership of ABCD is made up of any registered member of a Southern Baptist Church of Alabama. ABCD members shall be called Messengers.

ARTICLE VI: MESSENGERS

Messengers to ABCD shall be deaf/hearing people and deaf ministry workers who are active members and leaders of local Southern Baptist Churches in Alabama. Messengers shall be elected by their church and approved by their Minister or Deacon of the Church. Messengers shall vote in the ABCD business meeting. All other Christians attending are welcome to fellowship and may register as "Visitors".

ARTICLE VII: OFFICERS

The officers of ABCD shall be:

1. President
2. Vice-President
3. Secretary
4. Assistant Secretary
5. Treasurer

Qualifications for Messengers being nominated for an office term on the ABCD Executive Board must understand the basic Baptist Doctrine, must have a strong Christian character, and must have leadership ability. They are to be Deaf individuals with exception of the office of Assistant Secretary. She/he may be a hearing individual and must have knowledge of American Sign Language and Deaf Culture. Most importantly, they must be active members of a church that is associated with Alabama Baptist State Board of Missions (ALSBOM)

ARTICLE VIII: PARLIAMENTARIAN

The President of the Conference shall appoint and have at his disposal two people who shall serve as Parliamentarian for the Conference. These Parliamentarians shall have knowledge of sign language, as well as knowledge of Robert's Rules of Order.

ARTICLE IX: COMMITTEES

The President will appoint the members of these committees at the beginning of his or her term.

These committees shall be:

1. Nominating
2. Auditing
3. History
4. Constitution and By-Laws
5. Interpreting
6. Junior (Jr) ABCD (ages 13 to Senior in high school)
7. ABCD KIDS (infants to preschool; ages 6-12)
8. Young Adults (College and Career)
9. Media and Technology

The President may appoint other committees as needed.

ARTICLE X: ALABAMA BAPTIST DEAF DISTRICTS (ABDD)

The Alabama Baptist Deaf Districts (ABDD) is made up of a total of 12 districts in the state of Alabama. A Deaf Missions Representative (DMR) is a selected representative from their Deaf Ministry or Deaf Church in the state of Alabama. The Deaf Missions Representative (DMR) shall communicate with the ABCD Executive Board about the district's needs and obtain event information that shall be distributed amongst their district. The purpose of ABDD is to further God's mission and work.

ARTICLE XI: MEETING

The regular meeting of the conference shall be held yearly on any weekend as determined by the Executive Board. A business meeting shall be held yearly during the conference. The officers and advisors of ABCD shall meet as needed to conduct the business of the ABCD. They will plan and put into action these plans for the annual conference and any additional meeting(s) or conference(s).

ARTICLE XII: AMENDMENTS

The Constitution and By-Laws may be amended by a fifty one percent 51 % or majority vote of the Messengers present at the regular business meeting held during the annual ABCD convention. Any proposed amendment to the Constitution and By-Laws must be given in writing to the Constitution and By-Laws Committee forty five (45) days before the Annual Business Meeting. Recommended amendments will be published on the official "Alabama Baptist Conference of the Deaf" website at least 30 days prior to the Annual Business Meeting.

By-Laws for the Alabama Baptist Conference of the Deaf (ABCD)

The By-Laws

ARTICLE I: OFFICERS

The officers of ABCD shall be members (Messengers) of Southern Baptist Churches who have attended the conference a minimum of one year, of sound Christian character, known leadership ability and experience. Messengers can be elected officers of ABCD during the second year they attend. The election of the officers shall be held on Saturday in the business meeting. They may serve as follows:

President	two (2) years (even year)
Vice-President	two (2) years (even year)
Secretary	two (2) years (even year)
Assistant Secretary	two (2) years (odd year)
Treasurer	two (2) year terms (even year)

The Officers will hold the position for a two (2) year term, but can be re-elected for succeeding terms by the Messengers at the annual conference. The Secretary and Assistant Secretary shall serve alternate two-year terms. The Vice-President shall become President automatically if the President is unable to serve his/her complete term.

Advisors can be chosen at the discretion of the current President. The duties of the Executive Board are to:

1. Plan the programs of the annual meeting of the ABCD and any additional meeting(s).
2. Prepare future plans (2 years ahead) in selecting the conference pastor and conference theme.
3. Discuss and resolve referrals and disagreements from the annual meeting.
4. Review motions that affect the Constitution and By-Laws in writing from the Messengers by e-mail or mailed within forty-five (45) days before the Annual Business Meeting.
5. Motions to be considered by the Messengers will be placed on the Alabama Baptist Conference of the Deaf website at least thirty (30) days before the annual conference.
6. Review and prepare motions filed for presentation to the Messengers at the annual meeting.
7. Present at the ABCD business meeting, all motions for constitutional amendments or new business for a vote of the Messengers.
8. Work closely with Alabama Baptist Deaf Districts (ABDD – see article X in the Constitution).

Elections shall be held at the Annual ABCD Business meeting. Names shall be submitted for consideration to the Messengers at the Annual Business meeting after being approved by the Nominating Committee. If there are no nominees within 30 days prior to the Annual Business Meeting, nominations from the floor will be accepted. If no nominations from the floor are to be accepted, then the president shall fill vacant positions. Any nominated person must be asked and agree to the nomination before the business meeting. This allows the nominated person time to pray about his/her decision and time to discuss it with their family. The president must be informed prior to the business meeting of any nominee. Further, should a vacancy occur during the year and before the regular meeting of the ABCD, the President may appoint someone to fill the vacancy until the next regular meeting. In the event there are no nominees for the Office of President or Vice-President, the current officers may continue for another consecutive term upon acceptance and passage of a motion from the Nominating Committee. Then the President may appoint other officers as stipulated by the Constitution and By-Laws.

ARTICLE II: MESSENGERS

To be an official ABCD Messenger and vote in the business meeting, you must be:

1. A registered member in good standing of a church in the Southern Baptist Convention.
2. Recommended as a Messenger by your Minister or Deacon.

ARTICLE III: DUTIES OF OFFICERS

PRESIDENT:

1. Presides over regular and called business meetings.
2. Calls special meeting as needed.
3. Is an ex officio member of all committees.
4. Work with deaf ministries in Alabama to find out how many deaf people are attending, etc. and reports the findings to ABCD.
5. Coordinates planning for and is responsible for the annual convention meeting and any additional meeting(s) or conference(s) with help of chosen committees.
6. Shall be one of three Co-signers on ABCD bank documents.
7. Travels and speak to deaf groups at their deaf ministries and encourages them to be active in ABCD.

VICE-PRESIDENT:

1. Presides over meetings in the absence of the President.
2. Works closely with the President.
3. Responsible for all the duties of the President in the absence of the President.

4. Oversees the Messengers credentials and is responsible for collecting the Messenger Registration Forms.
5. Shall be one of three Co-signers on ABCD bank documents.
6. Presides over the Constitution and By-Laws
7. Committee. Responsible for studying the Constitution and By- Laws, reviews amendments and recommends changes in the Constitution and By-Laws at the Annual Business Meeting.
8. Works with the ABCD KIDS, JR. ABCD, and ABCD Young Adults and the Director.

SECRETARY:

1. Records the minutes of the ABCD Annual Business Meetings and the officers' business meetings.
2. Keeps a record of all Annual Business Meetings and ABCD officers' business meetings and gives copies of the minutes to the ABCD officers within two weeks after the meeting.
3. Works closely with the Vice-President in compiling and certifying the roll call list for Annual Business Meetings.
4. Works closely with the Assistant Secretary, President, and Vice President.

ASSISTANT SECRETARY:

1. Assists the Secretary in recording minutes of the Annual Business Meeting and ABCD officers' business meetings.
2. Assists the Secretary when needed.
3. Works closely with the Secretary, President, and Vice President.

TREASURER:

1. Shall be one of three Co-signers on ABCD bank documents.
2. Receives all funds and bank documents belonging to ABCD.
3. Pays bills as approved by the President.
4. Keeps records of all transactions.
5. Prepares documents for auditing.
6. Writes a financial report for ABCD.
7. Makes copies of financial reports for the ABCD business meeting.
8. Gets the registration forms and fees, sends the forms to the Vice- President.
9. Works closely with the President and Vice President.
10. Selects ushers to greet people and collect offerings during the worship. Selects auditors who will review and advise Messengers at the annual business meeting that financial records are in order.
11. Responsible for the management of the tax ID and 501c3.

ARTICLE IV: COMMITTEES

A majority of each committee shall be deaf with the exception of the Interpreting Committee. The President will appoint three members of these committees at the beginning of his or her term in office. The members of each committee shall remain active throughout the President's term of either two or four years.

ARTICLE V: DUTIES OF COMMITTEES

With a minimum of three (3), all committees must have an odd number of members.

NOMINATING:

1. Responsible for submitting names of Messengers willing to serve as an officer of ABCD. Makes sure the Messenger accepts the nomination and is willing to serve.
2. Reports to the ABCD Messengers during the business meeting the names of nominees who have accepted the nominations. Each nominee must be present during meeting before voting is held.
3. Responsible for making sure that all nominees are of good Christian character, with known ability and experience for the office.
4. Works closely with the President and Vice-President.

MEDIA AND TECHNOLOGY:

1. Responsible for managing the sound and technology during worship, workshops and business
2. Responsible for the website, Face book, and any other social media/technology site(s) designs as approved by the officers.
3. Responsible for the timely updating of all sites as directed by the officers.
4. Ensures all media and technology bills are correct and are paid by the Treasurer.
5. Reports to the officers with any new or existing social media/technology recommendations or changes and the implementing of any officer approved recommendations/changes.
6. Photographs and videos the conferences and shares with the Board for future use.

TIME AND PLACE COMMITTEE (TPC)

1. The Time and Place Committee will recommend to the Executive Board a location for ABCD and ILC each year. The committee is responsible for considering all aspects of the proposed location. For example:
 - a. Size, food/ snacks/ drinks, restrooms, emergency medical, fax/Printing/ Communications (VP) capabilities, media and technology requirements, housing and transportation.

- b. Any extraneous considerations such as liability insurance.
- c. Proposed costs.
- d. Pros and cons should be presented.

The site should be in different cities in the state every year providing an opportunity for messengers throughout the state to attend conferences with minimal resources required.

AUDITING:

1. Checks all ABCD financial records.
2. Checks the Treasurer's annual report prior to the ABCD business meeting.
3. Responsible for explaining how the audit was conducted and what was audited.
4. Advises the Messengers at the Annual Business Meeting that they are satisfied that the financial records are in order.

HISTORY:

1. Collects and keeps all material related to the Alabama Baptist Conference of the Deaf.
2. Collects and keeps ABCD's papers, programs, advertisements, and other important information.
3. Gives a brief summary about ABCD or Deaf ministries in Alabama each year informing Messengers of ABCD history.
4. Publishes a history book if requested to do so.
5. Sends a history report to ABCD website.

CONSTITUTION and BY-LAWS:

1. Studies the Constitution and By-Laws for needed updating and makes recommendations to be voted on at the next Annual Business Meeting.
2. Studies and demonstrates understanding of Parliamentary procedures as expressed in Robert's Rules of Order.
3. Sees that copies are given to the Messengers at each annual meeting if there are changes.
4. Keeps a list of qualified Messengers who may act as Parliamentarians during the ABCD's Annual Business Meeting and reports this information to the Executive Board.

INTERPRETING:

1. Schedules interpreters as needed.
2. Schedules interpreter workshops
3. Before the conferences begin, (if interpreters are needed) will check on lighting and sound devices needed for interpreters so that people will not have difficulty communicating during ABCD and any additional meeting(s).

YOUNG ADULTS:

1. Plans and leads workshops and fellowships for all Young Adults.
2. Meets with the President for his/her approval on workshops and programs so there won't be any conflict with other groups.

JUNIOR ABCD:

1. Plans and leads workshops and fellowships for all Jr. High School and High School students.
2. Meets with the President for his/her approval on workshops and programs so there won't be any conflict with other groups.

ABCD KIDS:

1. Plans activities for children during all ABCD workshops, and business meetings.
2. Contacts Vice President for rules for the children.
3. Organizes interesting programs, including songs, Bible Study, games, and/or outside activities (weather permitting).

There are to be 2 groups of children when possible,

1. Nursery and Preschool; ages up to 5 years old.
2. First (1) grade to Sixth (6) grade, ages 6 – 12 years old.

If an emergency or problem with a child arises, the committee should find and contact the child's parent(s). If a child is sick, the ABCD KIDS Director has the right to refuse to accept the child in the program. It is the parent's responsibility to take their children to the ABCD KIDS location and pick them up at the ABCD KIDS location in a timely manner. Childcare is only provided for the parents/guardians attending the conferences or meetings on site.

ARTICLE VI: Alabama Baptist Deaf Districts (ABDD)

Alabama Baptist Deaf Districts has a total of 12 districts in the state of Alabama. Each Deaf Ministry /Deaf Church shall provide a Deaf Missions Representative (DMR) to represent their church. The Deaf Missions Representative (DMR) is responsible for communicating with the ABCD Executive Board members about the district's needs and obtains event information that shall be distributed amongst their district.

ARTICLE VII: ORDER OF BUSINESS MEETING

1. The ABCD shall recognize Robert's Rules of Order as the guide to conducting the Annual Business Meeting except where the Constitution shall state differently
2. Business shall be conducted by a fifty one (51%) percent or majority vote of

- the Messengers present at ABCD's Annual Business Meeting.
3. The order of the business meeting will be as follows:
 - a. Short Devotion and Prayer
 - b. Call to order
 - c. Roll Call of
 - (1) Messengers
 - (2) Visitors
 - (3) Interpreters
 - d. Officers' Reports
 - (1) Secretary's minutes of the last meeting
 - (2) Treasurer's financial report
 - (3) President's report
 - e. Committee Reports
 - f. Old Business (business left over from last meeting)
 - g. New Business (motions, amendments, goals, budget, resolution, By-Laws, and any other new business).
 - h. Voting of new officers presented by the Nominating Committee.
 - i. Adjournments and Prayer
 4. Installation of new officers or the re-election of officers will be at the discretion of the Executive Board. The new or re-elected officers terms begin at the completion of the annual conference.

ARTICLE VIII: DISAGREEMENTS

In case of any business that cannot be settled at the Annual ABCD Business Meeting, the President may refer any problems to the ABCD Executive Officers.

ARTICLE IX: OFFERINGS

1. Offerings will be taken up during every worship service.
2. Deaf Ministries, churches, or individuals can give or fund part or all of ABCD.
3. All offerings will be given to the ABCD Treasurer for the ABCD budget.

ARTICLE X: AMENDMENTS

The Constitution and/or By-Laws may be amended by a vote of fifty-one percent (51 % or majority) of the Messengers present at the regular business meeting. Any amendments must be given to the Vice-President in writing ~~90~~ 45 days before Annual Business Meeting.

ARTICLE XI: DISSOLUTION

1. Should the ABCD Officers and Messengers vote to dissolve the ABCD, all properties will be sold. All monies realized from ABCD will then be deposited and kept in escrow under the direction of the Alabama Baptist State

Convention.

2. All above-mentioned monies and interest collected in this escrow account will be held for three (3) years. If within three (3) years, the ABCD is not re-established all said funds would then be turned over to the Alabama Baptist Deaf Mission Churches.

Established ABCD 1959

Revised 1985

Revised 1992

Revised 1995

Revised 1998

Revised 1999

Revised 2000

Revised 2001

Revised 2002

Revised 2007

Revised 2008

Revised 2010

Revised 2011

Revised 2014

Revised 2017