

# **CONSTITUTION**

**And**

# **BY-LAWS**

***Kentucky Baptist Conference of the Deaf, Inc.***

**REVISED**

**June 8, 2018**

# CONSTITUTION

## ARTICLE I – NAME

The name of this organization shall be the Kentucky Baptist Conference of the Deaf, Inc. After this, this Constitution and By-Laws shall use “KBCD” for the name of this organization.

## ARTICLE II – AFFILIATION

Section 1 – KBCD shall cooperate fully with all agencies of the Southern Baptist Convention, the Southern Baptist Conference of the Deaf and the Kentucky Baptist Convention. KBCD shall not affiliate (join) with any group whose faith, beliefs, or practices are opposed to those of the groups mentioned above.

Section 2 – The Consultant/Missionary to the Deaf of Kentucky Baptist Convention shall serve as special advisor to all activities of KBCD. Because of KBCD’s special need for input from KBC, we strongly encourage the Consultant /Missionary to the Deaf or his/her representative be present at all Executive Board Meetings.

## ARTICLE III – PURPOSE

Section 1 – The goals of KBCD are:

- A. To carry forward the cause of Christ among Deaf people.
- B. To encourage a church-centered ministry (including Sunday School, discipleship, worship and other church related activities) among Deaf people.
- C. To encourage the exchange of ideas, plans and programs that will strengthen the work of Christ among Deaf people in Kentucky.

- D. To develop reverence (honor and respect) for God, unity of faith, understanding of Baptist doctrine, Christian fellowship, and benevolence (helping deaf people with special need) among Deaf people.

Section 2 – KBCD shall:

- A. Accept the Holy Scriptures as the only guide for Christian teaching and practice.
- B. Claim no authority over the local church.

Section 3 – Mission Statement

“The mission of the Kentucky Baptist Conference of the Deaf is to encourage Kentucky Baptist deaf church members, leaders, pastors, interpreters, ministries, missions, and churches to obey and fulfill the Great Commission (Matthew 28:19-20) through purpose driven worship, fellowship, discipleship, ministry, evangelism, and missions.”

Section 4 – Vision Statement

“We see a day when all Deaf people and their families in Kentucky have been reached with the gospel of Jesus Christ.”

## **ARTICLE IV – MEMBERSHIP**

Section 1 – Membership in KBCD shall be made up of certain members of KBC churches properly affiliated (Article II – Section 1) as follows:

- A. Deaf members
- B. Ministers and /or pastors of churches with a deaf ministry
- C. Interpreters for the deaf
- D. Other hearing workers with the deaf
- E. Interested spouses and parents of the deaf and interpreters.

Section 2 – Associate (support group) membership in KBCD shall be made up of other Christian deaf persons who wish to be a part of KBCD. Associate members may enter fully into the fellowship and enter into discussion in business meetings but they may not serve as officers, serve on committees, present a motion, or vote in business meetings.

Section 3 – Voting members of the regular annual Conference of KBCD shall be authorized by their local church.

## **ARTICLE V – ADMINISTRATION**

Section 1 – The officers of KBCD shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Trustees
  - a. 1st Trustee
  - b. 2nd Trustee
  - c. 3rd Trustee
- F. Time/Place Coordinator

Section 2 – The Executive Board Shall be made up of elected officers and the Parliamentarian.

## **ARTICLE VI – COMMITTEES**

Section 1 – Standing Committees shall be:

- A. Program Committee
- B. Credentials Committee
- C. Missions Committee
- D. Steering Committee
- E. Nomination Committee
- F. Necrology Committee

- G. Trustees Committee
- H. Interpreters Committee

Section 2 – Special Committees – The President may appoint special committees as the need arises.

Section 3 – Membership of Committees

- A. Each committee shall have at least three members and no more than five members including the chairman.
- B. There shall be more deaf than hearing on each committee except the Interpreters Committee, which shall have all interpreters.
- C. No person may serve on more than two Standing Committees.

## **ARTICLE VII – MEETINGS**

Section 1 – The Annual Conference shall be held at a time and place approved by the Annual Conference upon the recommendation of the Time and Place Committee, two years in advance.

Section 2 – Special meetings of KBCD may be called by the President or by three members of the Executive Board after appropriate notification of all members of KBCD.

Section 3 – The quorum for the annual conference business meeting shall consist of fifty-one percent (51%) of the registered messengers.

## **ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION**

The Constitution may be amended at a regular business session by a majority (more members voting for the motion than those voting against the motion) vote of the members present and voting. A copy of the proposed amendment must be mailed to each affiliated church that has a ministry for the deaf in the state of Kentucky at least one month before the annual meeting where a vote on the amendment will take place. It will be the duty of the local church leaders to distribute the proposed amendment to each member of KBCD in that Church.

## **ARTICLE IX – RULES OF ORDER**

KBCD shall use Roberts Rules of Order as guide except wherein this Constitution and/or By-Laws state differently.

# **BY-LAWS**

## **ARTICLE I – OFFICERS**

Section 1 – Qualifications – Members being nominated for an office must understand basic Baptist Doctrine, must have a strong Christian experience and must show leadership qualities.

All officers and appointed leaders must be active members of a KBC church. Others qualifications follow:

- A. President – Deaf
- B. Vice President – Deaf
- C. Secretary – Deaf or Hearing
- D. Treasurer – Deaf or Hearing
- E. Trustees – Deaf or Hearing with Deaf as Majority
  - A. 1<sup>st</sup> Trustee
  - B. 2<sup>nd</sup> Trustee
  - C. 3<sup>rd</sup> Trustee
- F. Time/Place Coordinator – Deaf or Hearing

## Section 2 – Term of Office

- A. The Vice President for the current year may become President for the following year.
- B. The Third Trustee for the current year may become Second Trustee for the following and the Second Trustee shall become First Trustee for a one year period.
- C. All others officers will be elected at the annual business session and will serve for a one year period.
- D. No one year officer may be elected to the same office for more than two consecutive terms,

except the Secretary, Treasurer, and Time/Place Coordinator may serve unlimited terms.

### Section 3 – Election

- A. Nomination of officers (except President, First Trustee, and Second Trustee) shall be presented by the Nominating Committee at the annual business session.
- B. Other nominations may be made from the floor of the business meeting.
- C. Election will be completed by vote of the membership.

Section 4 – Vacancies – If there is a vacancy in any office before the regular session of KBCD, the President will recommend person to the Executive Board for filling the vacancy, and upon approval by the Executive Board that person will serve the remaining term of office.

## **ARTICLE II – DUTIES OF OFFICERS**

### Section 1 – The President shall

- A. Preside over the regular business session of KBCD, over all meetings of the Executive Board, and over any called sessions.
- B. Take care of correspondence to carry on the business of KBCD.
- C. Appoint all committee members, taking care to have different geographical locations (coming from different cities) represented on the committees.
- D. Appoint a Parliamentarian (a person who sees that proper order and rules are followed).
- E. Appoint three persons to serve on the Nominating Committee at the first executive of board meeting.
- F. Be chairperson of the Program Committee.



- G. Be an ex-officio member of all committees.

#### Section 2 – The Vice President shall

- A. Preside in the absence of the President.
- B. Preside over the annual business session at a time when the President chooses to step aside so that he/she may speak to an issue.
- C. Be chairperson of the Missions Committee/Alex Cummins Mission Fund.
- D. Be the coordinator of KBCD statewide fellowships.
- E. Be chairperson of the Steering Committee

#### Section 3 – The Secretary shall

- A. Keep a record of all business sessions of KBCD and the Executive Board meetings.
- B. Keep a file of all committee reports.
- C. Keep a record of conference registrations.
- D. Distribute printed copies of minutes of previous annual business session to KBCD members attending the current annual conference.
- E. Work with the President to make sure the constitution and By-Laws are updated each year.
- F. Be chairperson of the Necrology Committee

#### Section 4 – The Treasurer shall

- A. Collect all monies for KBCD and deposit in an appropriate bank.
- B. Pay all bills as authorized by the annual budget.
- C. Keep a careful record of all monies collected and all monies paid out, and present a written report of this to the annual business session.
- D. Receive the approval of the Trustees Committee for any payment of \$25 or more that is not a part of the annual budget.

- E. Be ex-officio member of the Trustees Committee.
- F. Keep Treasurer's books open for a review on request of the Executive Board or Trustees Committee.
- G. Have a member of the Trustees Committee present when collecting and counting monies.
- H. Be the chairperson of the Credentials Committee.

## Section 5 – The Trustees

- A. Only second or third year trustees may serve as chairperson
- B. The Chairperson shall countersign all KBCD checks
- C. The trustees shall be responsible for the annual budget
- D. The trustees shall responsible for auditing KBCD finances
- E. The trustees shall be responsible for signing all legal documents
- F. The trustees shall be responsible for planning child care for the annual conference
- G. The trustees shall be responsible for coordinating interpreters for the annual conference
- H. The trustees shall choose its members as liaisons to Nominating Committee, the interpreters Committee, ITP Committee, Jr.KBCD, and the KBCD webmaster
- I. Serve as ushers when offerings are taken at the annual meeting.

## KBCD Webmaster shall

- A. Provide information of KBCD churches about deaf revivals, KBCD Statewide fellowships, KBCD annual conference.
- B. Provide articles related to KBC, SBC, SBCD, and KBCD, such as poems, mission reports, etc.

- C. Keep an updated list of KBC deaf churches, missions, and ministries on the web site.
- D. Report activities and results to KBCD Executive Board.
- E. Retain all receipts and expenses from the purchase of supplies, printing, etc. for the website.
- F. Be under the supervision of the Trustees.
- G. Not use his/her position to promote personal issues, concerns, or opinions.
- H. Trustees shall appoint a person who will be responsible for KBCD website.

#### Section 6 – Time/Place Coordinator shall

- A. Be chairperson of the Time/Place Committee.
- B. Be the ex-officio of the Executive Board.
- C. Investigate and recommend dates and places for the annual conferences to the Executive Board two years in advance.
- D. Recommend dates and place of the annual conferences to KBCD messengers at the annual business meeting two years in advance.
- E. Provide cost information on meals, lodging, meeting rooms, chapel, handicap accessibility, and such at the recommend conference location to the Executive Board and to the members at the annual conference two years in advance.

#### Section 7 – The Executive Board shall

- A. Conduct business only when minimums of five members are present.
- B. Act on all matters for KBCD between annual conferences.
- C. Conduct their first meeting after election before leaving the annual conferences. This meeting will

- be for the purpose of appointing committees, and planning for future meetings. There will be a minimum of two other meetings during the year.
- D. Hear and approve reports from officers and committees.
  - E. Communicate affairs of KBCD with membership churches throughout the year.
  - F. Choose the conference pastor two years in advance.
  - G. Relieve and replace officers who do not attend Executive Board meetings at least two times a year.
  - H. The duties of the KBC Representative/Missionary to the Deaf shall keep equipment, supplies, signs, displays and other important items to be kept in storage until the next annual conference or until requested by the executive board.

### **ARTICLE III – DUTIES OF THE COMMITTEES**

Section 1 – The Program Committee (President) shall

- A. Plan spiritual and educational worship services and workshops for the annual conference.

Section 2 – The Credentials Committee (Treasurer) shall

- A. Register members, associates, and visitors at the annual conference.
- B. Provide cards to the churches with deaf ministries to determine who are full members, associate members and/or visitors. Full members will need the signature of the pastor of the local church or other authorized signature.
- C. Report registration statistics to the annual business session.

- D. Make sure all registered members, associates, and visitors have filled out all information related to medical insurance and health information on registration forms. If information is not filled out, they cannot attend the conference and / or serve as officers.

Section 3 – The Mission Committee (Vice President) shall

- A. Be alert to the need for new deaf ministries throughout the state.
- B. Discuss with KBC Consultant/Missionary to the Deaf about fulfilling those needs.
- C. Encourage spiritual growth through attendance at revivals for the deaf throughout the year and/or workshops geared toward spiritual growth throughout the year.

Section 4 – The Steering Committee (Vice President and committee whose function it is to suggest issues to be discussed and to arrange the order of business for an organization) shall

- A. Provide a form for members of KBCD to use in writing out a motion to be presented at the annual business session.
- B. Receive all such motions and present them to the annual business session.
- C. Accept resolutions from others and/or prepare resolutions (suggest issues to be considered) for the annual business session.

Section 5 – The Nominating Committee shall

- A. Consider qualifications of officers for the next year.
- B. Contact those persons chosen and receive acceptance of that individual for his/her name to be placed in nominating for that particular office.

- C. Inform nominee of his/her duties when contacting him/her.
- D. Place names in nomination at the annual business session. (Names to be placed in nominating each year will be for President, Vice President, Secretary, Treasurer, and Third Trustee).

Section 6 – The Necrology Committee (Secretary) shall

- A. Request from member churches names of those members who have died since last annual conference.
- B. Shall present those names in memorial (in writing) to the annual business session.

Section 7 – The Trustees shall

- A. Prepare an annual budget for the next year.
- B. Present that budget to annual business session for approval.
- C. Approve any expenditure for the current year in over the budget.
- D. Review the Treasurer's report before it is presented to the annual business session.
- E. Suggest membership fees to KBCD for approval at the annual business session.
- F. Choose one of its members to be present when monies for KBCD are being collected and counted.
- G. Appoint, supervise, and receive reports from the KBCD webmaster.

Section 8 – The Interpreters Committee shall

- A. Organize interpreters at the annual conference so that each session of the annual conference will

have an interpreter for voice/sign and/or sign voice as needed.

- B. Organize interpreters for person with special needs: oral deaf, deaf-blind, late deafened, etc.
- C. Host the Interpreter Training Program (ITP) event at the KBCD annual conference.
- D. Clarify that ITP is a separate organization from KBCD, with its own leadership, policies, and finances. KBCD shall not be responsible for or have authority over the ITP program.
- E. Assist ITP representatives and leaders as needed at the annual conference.
- F. Share reports from ITP and other interpreter training opportunities in and around Kentucky.
- G. Make suggestions to ITP representatives and leaders on needs in and around the state.
- H. Make sure all interpreters and ITP attendees at the KBCD annual conference are registered.
- I. Assure that all interpreters and ITP leaders will respect basic SBC/KBC Baptist beliefs.

## ARTICLE IV – THE ORDER OF BUSINESS

The order of the annual business session shall follow this pattern:

1. Prayer and Devotional
2. Roll Call
3. Reading of the Minutes
4. Reports of the Officers
  - A. President – Program Committee,  
Nominating Committee
  - B. Vice President – Missions Committee  
Steering Committee  
KBCD Statewide Fellowships
  - C. Secretary – Necrology Committee
  - D. Treasurer – Financial reports  
Credentials Committee
    - A. Trustees – Child care, KBCD Webmaster, Interpreters  
Committee, ITP Committee, Jr.KBCD, Trustees Report
    - B. Time/Place Coordinator – Time/Place Committee
    - C. KBC Consultant/Missionary to the Deaf
5. Old Business
6. New Business
  - A. Steering Committee
  - B. Nominating Committee
  - C. New Budget
7. Announcements
8. Benediction
9. Installation of Officers (during evening service)



## **ARTICLE V – CONTROVERSY**

In case of any controversy or argument of nature that cannot be settled at the Annual Conference the President may refer such matter to the Executive Board.

## **ARTICLE VI – REPORTS FROM THE CHURCHES**

All Kentucky Baptist churches or missions having Sunday School Classes, discipleship training, preaching services or other activities for the deaf shall be encouraged to send quarterly report or news items to the KBCD Webmaster for publication.

## **ARTICLE VII – AMENDMENTS OF THE BY-LAWS**

The BY-LAWS articles may be amended or suspended at any regular meeting of the conference by a majority vote of the members present.

# **ALEX CUMMINS KBCD MISSION FUND**

## **Guidelines and Policies**

1. This fund shall be named the Alex Cummins KBCD Mission Fund.
2. The KBCD President shall appoint a Missions Committee of three to review and approve all applications. The KBC Consultant to the Deaf shall be an ex-officio member of the committee.
3. Money from the Mission Fund may be used for mission projects in North America or International countries.
4. Persons or groups applying for funds must be active member(s) of a Kentucky Baptist Church. Persons or groups must have signed letter(s) of reference from their home church.
5. Persons or groups receiving funds may participate in mission projects with other evangelical Christian organizations or churches with the same basic KBC beliefs.
6. Person(s) applying for funding must be age 13 or older. Funds may not be used for children under age 13 participating in the mission project.
7. Disclaimers will be sent to approved applicants stating that receipt of funds in no way makes KBCD or KBC liable for any accidents or other aspects of the mission project.
8. Persons or groups receiving funding must send a one-page written report to the Missions Committee and/or give a presentation about the mission project at the next KBCD annual conference. A short video in ASL of the mission project may be used in place of a written report.
9. If the Committee does not receive a report about the mission project/trip within 6 months of completion, the Committee shall request all funds be returned.
10. The Committee shall determine how the funds are dispersed, there is no guarantee every application will be approved. It will depend on funds available and/or purposes/goals of the mission project.
11. The Committee shall have power to make decision about how and when to disperse the funds and not have to wait for confirmation at KBCD Executive Board meeting or annual meeting.
12. The KBCD Executive Board will oversee the work of the Committee. Committee members will serve at the discretion of the President and may be removed by the President for any reason.
13. The Chairperson of the Committee will give a report of their work to the President prior to each Executive Board meeting, and at the annual meeting.

## KBCD BOOTH/EXHIBIT POLICIES

1. The Trustees shall design and provide Booth/Exhibit application forms to those interested in having a booth/exhibit at the annual conference.
2. The Trustees shall set policies, application deadlines, approve booths/exhibits applications, and determine if there will be any charges.
3. The Trustees shall appoint a Trustee to supervise the booth/exhibits. The appointed Trustee will work with the KBCD Time/Place Coordinator and conference facility to set up space for the booths and exhibits.
4. Booth exhibitors must follow the KBCD program schedule. Each booth/exhibit must close 10 minutes before all worship services, workshops, and Bible studies begin.
5. KBCD shall not be held responsible for any accidents, injuries, lost or stolen items, and/or if the booth/exhibit is left unattended.
6. KBCD shall not be responsible for providing electrical cords and equipment; exhibitors shall be responsible for extra costs if charged by the conference facility.
7. If any booth/exhibit/exhibitor is found to cause issues at KBCD and with KBC Baptist beliefs they will be asked to leave the premise at once. A copy of the SBC Baptist Faith & Message 2000 is available by request.

Class I: (for profit) \$50.00

Class II: (nonprofit) \$ 25.00

Class III: (for missions / ministries/ churches) \$15.00

Class IV: (for SBCD and its auxiliaries, NAMB and IMB) no charge