

BY-LAWS  
GEORGIA BAPTIST CONFERENCE OF THE DEAF

**ARTICLE I: OFFICERS**

The officers of this conference shall be members of Southern Baptist churches who have attended the conference for two or more years, are an approved messenger of their church, of Christian character, known ability and experience. Members can be elected officers of the conference during the second year they attend. Officers shall be elected at the end of each regular meeting. Nominations shall be taken from the Nominating Committee and from the floor except for the President. Each officer must be elected annually and may serve up to the following term:

President	one (1) year
Vice-president	one (1) year
Secretary/Treasurer	five (5) years
Others	two (2) years
Webmaster	five (5) years – may serve multiple terms

All officers are responsible for helping with planning and registration.

**ARTICLE II: DUTIES OF OFFICERS**

**THE PRESIDENT** shall direct the regular and called business meeting of the conference and shall be a voting member of all committees. He or she shall be responsible for the program for the conference. The other officers shall help him or her in the planning and the meeting.

**THE VICE PRESIDENT** shall direct the conference in the absence of the President. The Vice President shall serve as chairman of the Nominating Committee. The Vice-President shall also serve as a voting member on all committees in addition to the members of that committee. The Vice-President shall work closely with the President and shall use this year to learn and prepare for the office of President the next year. When the Vice-President is elected, he or she will become the President next year. The Vice-President shall be responsible for ensuring that all officers and individuals working with the children and youth of GBCD shall have completed a "Georgia Baptist Convention Volunteer Application" and been successfully screened to work with the children and/or youth.

**THE SECRETARY** shall keep a permanent record of all meetings and procedures. The minutes of the GBCD business meetings shall be typed and mailed to the GBCD member churches within two months of the meeting. The minutes shall also be available at the beginning of the next conference and be presented in writing during the business meeting of the conference. Additional responsibilities include registration procedures, keeping a daily list of registrants, balancing the number of registrants with the money the treasurer receives and contacting the meeting place about all details of arrangements. A roll call list should be prepared for Saturday meeting. The secretary shall be responsible for the secure storing of confidential materials such as the "Georgia Baptist Convention Volunteer Application" for officers and individuals working with children and/or youth.

**THE TREASURER** shall have charge of all receipts and expenditures of funds. He or she shall make a careful record of all contributions and expenditures. The books shall be audited at the conference meeting by the Trustees. A written report shall be given at the regular session of the conference. He or she shall also receive the registration forms and fees, send the forms to the secretary, pay the final bill at the meeting place, have change available for registration, count daily receipts, conduct the final count of all receipts at the end of the conference, assist with the registration process, and with the President and Vice-President will have authority to sign checks with two signatures required for each check.

**THE HISTORIAN** shall collect and keep in annual order all papers, programs, advertisements, and other important information of the conference. The historian should also give a brief summary about the conference each year to keep such history alive in the minds of the members. The historian may choose the way in which these things are displayed.

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**THE INTERPRETER-COORDINATOR** shall be responsible for seeing that everything is presented in both voice and sign if both deaf and hearing persons are present. Before the conference begins, the interpreter-coordinator shall check on the lighting and sound needed for interpreters so that both deaf and hearing people will not have difficulty understanding. The interpreter-coordinator will try to learn from the other officers before the meeting where the interpreters will be needed and the skill level needed, and arrange interpreters before the meeting. A registration sheet will be sent for interpreters to volunteer their willingness and skills. The interpreter-coordinator will also serve as liaison with the Interpreter Training Program Advisory Committee. At each GBCD officers' meeting the Interpreter-Coordinator will report on the plans and activities of the Advisory Committee. The Interpreter-Coordinator would also be responsible for planning a fellowship for the interpreters, if so desired.

**WORKSHOP COORDINATOR** will plan workshops for adults attending GBCD in the following areas; A) Discipleship, B) Interpreter Training, and C) Leadership Training. The Workshop Coordinator would also be responsible for conducting an evaluation of all workshops.

**THE WORSHIP COORDINATOR** will plan and conduct all elements of the worship service based on the theme of the convention, including, but not limited to, the printing of the programs, planning of the music, use of the sound system, scripture reading and prayer, and will schedule the worship services.

**THE TRUSTEES** shall attend all meetings of the officers, shall audit the treasurer's books at the annual meeting on Friday night so the report can be made in the business meeting on Saturday, shall assist with registration at the annual meeting, shall assist the Treasurer in counting the receipts and reconciling the accounts nightly and at the close of the conference, and shall assist with checking registrants at meals. The Trustees shall also review vendors (people who sell) wishing to set up a display at the annual meeting, present the vendors for approval by the officers of GBCD before annual meeting and shall coordinate set-up with the Secretary of GBCD and the conference center.

**JR. GBCD COORDINATOR** will plan and conduct workshops and fellowships for all youth ages 13 and above. The Jr. GBCD Coordinator shall complete and ask that all volunteers with Jr. GBCD complete a "Georgia Baptist Convention Volunteer Application" and submit it for screening with the GBC office.

**CHILDREN'S PROGRAM COORDINATOR** will plan activities for children of GBCD participants during all workshops and worship services and will arrange nursery workers as needed. The Children's Program Coordinator shall complete and ask all volunteers with the Children's Program to complete a "Georgia Baptist Convention Volunteer Application" and submit it for screening with the GBC office.

**THE GBCD WEBMASTER** shall be responsible for collecting information and making the necessary changes to the GBCD web site. The GBCD Webmaster shall also be responsible for updating all mail server email groups and email accounts and mailing lists. The Webmaster will also post draft documents for officers' review for the annual GBCD Conference.

**ARTICLE III: DUTIES OF COMMITTEES**

**THE CREDENTIALS COMMITTEE** shall examine the application of anyone desiring membership in the conference and provide members with a card bearing the following information: name, address, church affiliation, any church office held and a signature of an elected or employed church leader.

**THE NOMINATING COMMITTEE** shall nominate one person for each office. They shall contact persons before the conference. Each nominee must plan to attend the conference and be willing to serve in the office, if elected.

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**THE STEERING COMMITTEE** shall receive in writing all new business to be brought to the conference before the business meeting. This committee shall see that items presented for the business meeting are clearly stated.

**THE CARTER E. BEARDEN MISSIONS FUND COMMITTEE** will consist of at least four (4) voting members including the Missions Fund chairperson and one (1) member will serve as Missions Coordinator. The GBCD president will also serve on this committee. The committee will be responsible for distribution of available missions' funds in accordance with the Carter E. Bearden Missions Committee guidelines. The committee will meet at least twice each year to discuss matters pertaining to the Carter E. Bearden Missions Fund. The committee will give a written report to the final GBCD officers planning meeting and at the annual GBCD Business Meeting. All decisions by the committee must be by a majority vote. Committee members may serve terms as follows: Chairperson up to five (5) years; Secretary up to five (5) years; committee members up to three (3) years; and the Missions Coordinator up to five (5) years. One new committee member may be added each year to serve up to three (3) years as other members rotate off the committee. Committee members may rotate off the committee after serving their three-year term or may stay an additional three-year term at the invitation and approval of the Carter E. Bearden Missions Committee. The Chairperson may contact and recruit additional committee members as needed.

#### **ARTICLE IV: ORDER OF BUSINESS**

**THE ORDER OF BUSINESS** shall be as follows:

- Opening and Prayer
- Voting on Minutes
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Voting for New Officers
- Closing Prayer

Business can be voted on when one-half (1/2) of the registered messengers of the Southern Baptist Churches are present.

#### **ARTICLE V: VACANCIES**

Should a vacancy occur before the next regular session of the conference, the President may appoint someone to fill it until the next regular session. In the event of the absence and/or vacancy of both President and Vice-President, leadership will fall to the next officer in line of succession as listed in Article V of the Constitution.

#### **ARTICLE VI: DISAGREEMENTS**

The President may refer any problems or disagreements to the Board of Trustees.

#### **ARTICLE VII: AMENDMENTS**

The By-Laws may be amended by a vote of two-thirds of the messengers registered at any regular session of the conference, but any amendments must be given to the Steering Committee in writing before the start of the business meeting.