

PREAMBLE

We, the National Baptist Deacons' Convention of America and Its Auxiliaries, are an aggregation of Deacons, Deaconesses, lay leaders, young adults and youth who believe in the cause of Christ. Our forefathers organized this body in 1934 for the express purpose of developing and growing Baptist Deacons to enable them to do a greater work in Kingdom building. Over the years, as a result of growth and needs, The Convention added the following ministries: Women's Auxiliary, Youth Department and Young Adult Department.

As a Convention, we believe that Jesus is the Christ, the Son of the Living God. We believe in God the Father, God the Son, and God the Holy Spirit. We believe that Jesus sacrificed Himself and died on the Cross for the remission of our sins, so that we could have a way back to God. We believe that Jesus was buried and arose on the third day, ultimately returning to God the Father. We believe that Jesus now sits on the right hand of God, making intercession for us. We believe that Jesus sent the Comforter – which is the Holy Spirit – to dwell within us until Jesus returns.

We believe in the two Ordinances of Baptism and Holy Communion. We believe in Baptism by immersion and the symbolic nature of Holy Communion.

NBDCA Constitution and By-Laws As Revised July 27, 2010		NBDCA Constitution and By-Laws As Revised 2022	
<u>ARTICLE I: NAME AND PURPOSE</u>		<u>ARTICLE I: NAME AND PURPOSE</u>	
Section I:	The name of this organization shall be: THE NATIONAL BAPTIST DEACONS' CONVENTION OF AMERICA, INC. AND ITS' AUXILIARIES.	Section 1:	The name of this organization shall be: The National Baptist Deacons' Convention of America, Inc. and Its Auxiliaries, referred to as "The Convention" throughout the Constitution and Bylaws. The Auxiliaries of The Convention are: Women's Auxiliary, Young Adult Department and Youth Department.
Section II:	Its purpose shall be to create a better opportunity for fellowship among Deacons, Deaconesses, the Youth Department, Young Adult Department and their affiliates of the Baptist Churches of America, and to assist in their work by conducting workshops and group study. The Convention will also cooperate with denominational efforts by contribution to education and missions, both home and foreign, and to any other projects it deems necessary.	Section 2:	Its purpose shall be: A. To create a greater opportunity for fellowship and more effective leadership among Deacons (Parent Body), Women's Auxiliary (Deaconesses and Christian Women), Young Adult Department, Youth Department, and affiliates of the Baptist Churches of America; B. To assist in the work of Kingdom Building by conducting workshops, seminars, symposiums and other special training opportunities. The Convention shall also cooperate with denominational efforts by contributing to educational endeavors, outreach missions both home and foreign, and to any other necessary projects voted on by the body.

		Section 3:	<u>Authority</u> The Convention shall be led and directed by the Holy Spirit and governed by the following authorities in descending order: 1) The King James Version of the Holy Bible; 2) The current Constitution and Bylaws; and 3) In all procedural matters, the most current version of Robert’s Rules of Order. In all matters, we aspire to follow I Corinthians 14:40 as it directs: “Let all things be done decently and in order.”
<u>ARTICLE II: MEMBERSHIP</u>		<u>ARTICLE II: MEMBERSHIP</u>	
Section I:	<u>Membership Requirements</u> A. Membership in The Convention shall consist of organized deacons who are (a) in good standing with the Missionary Baptist Denomination, (b) must pledge their support to the work of The Convention and (c) must pay such fees and assessments as may be	Section 1:	<u>Membership Qualifications</u> A. Membership shall consist of four (4) departments committed to the Great Commission of Christ and the mission of The Convention: 1) Parent Body: a. Devout born-again believer; b. Ordained Deacon in good standing in a church within the Baptist denomination or that follows Baptist doctrine;

voted by The Convention from time to time.

c. Deacons must be classified in one of the listed categories:

- i. Actively serving
- ii. Emeritus status
- iii. Retired in good standing
- iv. Disabled in good standing

*Leadership will address issues when Deacons fall outside of the above listed categories.

d. Must not be a member of the clergy or a minister-in-training.

2) Women's Auxiliary:

- a. Devout female born-again believer;
- b. Christian female in good standing in a church within the Baptist denomination or that follows Baptist doctrine;
- c. May be a member of the clergy or a minister-in-training, but cannot hold constitutional offices;
- d. A female Deacon may join the Women's Auxiliary, but cannot hold constitutional offices.

			3) Young Adult*: a. From age eighteen (18) to thirty-five (35); b. As the Young Adult Department is a Christian training ground, members are not required to be a baptized believer or a member of any church. Instead, the Young Adult Department shall invite all young adults – within the age range stipulated in 3(a) – to join and participate in its activities, with the expressed intention of embracing them and leading them to the saving knowledge of our Lord and Savior Jesus Christ. c. However, Young Adult Department members are ineligible to hold constitutional offices until they have accepted Christ as their personal Savior. 4) Youth*: a. From age three (3) until seventeen (17); b. As the Youth Department is a Christian training ground, members are not required to be a baptized believer or a member of any church. Instead, the Youth Department shall invite all
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			youth – within the age range stipulated in 4(a) – to join and fully participate in its activities, with the expressed intention of embracing them and leading them to the saving knowledge of our Lord and Savior Jesus Christ. *Adults shall be selected as advisors to create appropriate programs for the Young Adult and Youth, focusing on leading non-believers to Christ and developing Christian leadership skills for the believers. B. Members must pledge their support of the work of The Convention; and C. Members must pay such dues, fees and assessments as may be voted by The Convention from time to time. D. A member is considered to be “in good standing” if he/she regularly pays annual membership dues, as applicable, and actively participates in the activities of The Convention.
		Section 2:	<u>Membership Dues</u> A. Each member shall pay annual membership dues as directed by the Executive Committee. B. The amount of dues shall remain in effect until revised by The

			Convention in a subsequent business session. C. A membership card will be provided to each member upon receipt of the dues.
Section II:	<u>Representation Fees</u> Representation fees shall be as follows: All State Conventions shall pay a representation fee as voted by The Convention. All other organized groups shall pay a representation fee as voted by The Convention. All Deacon and Deaconess Representation fees may be changed by the Executive Board recommendations, pending approval of the body.	Section 3:	<u>Representation Fees</u> All states and any local Parent Bodies, Women's Auxiliaries, Young Adult and Youth Departments (unless exempt) wishing to participate as an organization shall pay a representation fee as voted by The Convention. The Convention shall give one (1) year notice before implementing an approved increase of the representation fee.
Section III:	<u>Other Fees</u> In order to develop and carry on a constructive program for The Convention, and to help underwrite such cost, the President of each body and the chairman of each Deacon Board shall	Section 4:	<u>Life Membership</u> As of the effective date of this Constitution and Bylaws, The Convention shall no longer offer the Optional Life Membership program. However, The Convention shall continue to recognize all current Life Members. These members may continue to wear their life membership pins and display their

urge each member thereof to pay a nominal fee, which shall be designated as Annual Membership. Such fee will be approved by The Convention during its business sessions. The fee will remain in effect until revised by a subsequent business session of The Convention. Each member paying such fee shall receive an identification card signed by the President and the Secretary of The Convention.

Optional Life Memberships are available for a nominal fee, which shall be designated by The Convention during its business sessions. The fee will remain in effect until revised by a subsequent business session of The Convention. Such fee shall entitle members to secure a permanent membership card and a Life membership pin.

Section 5:

membership cards as they deem appropriate.

Philippians Donor Membership – The Convention shall have a continuous fundraising drive that recognizes members who make significant financial contributions to The Convention.

A. Philippians Donor Members must be members in good standing:

- 1) Consistently and regularly support and participate in the work of The Convention;
- 2) Dues, fees, and other assessments must be paid up to date.

B. Philippians Donor Members will be recognized with the following designations:

- Bronze Level Member: Contributions from \$500 - \$1,000
- Silver Level Member: Contributions from \$1,001 - \$2,500
- Gold Level Member: Contributions from \$2,501 - \$5,000
- Platinum Level Member: Contributions above \$5,000

C. Philippians Donor Members will receive a certificate for each level achieved, and a corresponding star will be posted on The Convention ID badge for each in-person session.

			D. Thirty-five (35) percent of all donations will be designated for the National Baptist Deacons Convention scholarship funds; sixty-five (65) percent will be designated for operating expenses of The Convention.
Section IV:	<u>Registration Fees</u> All persons attending the Annual Session shall pay a nominal fee, which shall be designated as Annual Membership. Such fee will be approved by The Convention during its business sessions. The fee will remain in effect until revised by a subsequent business session of The Convention. Each member paying such fee will receive a program, minutes and badge. A visible badge is required to attend any annual mid-term session or activity.	Section 6:	<u>Registration Fees</u> A. All Convention members and those persons who wish to attend the Arnetta Thomas Youth Day and Mid-Term Session and/or Annual Session must register and pay an individual registration fee. Persons who have not paid membership dues will be called “registrants”. B. Registration fees will be assessed based on membership: 1) Members in good standing will pay a base registration fee. 2) Non-members/registrants may be required to pay a higher registration fee. C. Such fees shall be recommended by the registration committee and approved by The Convention during its business sessions. Any increases shall be implemented at the next annual session. D. Each member and registrant paying the applicable registration fee will receive an appropriate identification badge that distinguishes members

			from registrants. A visible badge is required to attend any in-person session or activity. In the event of a virtual session, only those persons who are registered will receive the virtual registration link. *Only members will be eligible to vote during the sessions.
<u>ARTICLE III: OFFICERS AND THEIR ELECTION</u>		<u>ARTICLE III: OFFICERS</u>	
Section I:	The officers of The Convention shall be a President, Vice Presidents, General Secretary, Recording Secretary, Assistant Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Marshal, Assistant Marshal, Chaplain, Assistant Chaplain, Auditor, Statistician, and a Parliamentarian.	Section 1:	The elected or “Constitutional” officers of The Convention shall be as follows: A. Parent Body: President, Vice Presidents*, General Secretary, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Marshal, Assistant Marshal, Chaplain, Assistant Chaplain, Auditor, Statistician, Parliamentarian and Assistant Parliamentarian. <i>*The current number of Vice Presidents stands at six (6). Through attrition, the number shall be reduced to four (4).</i> B. Women’s Auxiliary: President, Vice Presidents*, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Chaplain, Assistant Chaplain

			and Parliamentary. <i>*The current number of Vice Presidents stands at six (6). Through attrition, the number shall be reduced to four (4).</i> C. Young Adult*: President, three (3) Vice Presidents, Recording Secretary, Corresponding Secretary, Chaplain, and Assistant Chaplain. D. Youth*: President, two (2) Vice Presidents, Secretary, Assistant Secretary, Chaplain, and Assistant Chaplain. *Young Adult and Youth Departments' Shared Officers: Treasurer, Assistant Treasurer, Parliamentary and Historian.
	A. All Presidents and officers of The Convention shall be elected annually and the President shall be able to retain the office for four (4) terms. All other officers of The Convention shall also be governed by the above stated tenure with the exception of the Treasurer, which may service six (6) years of continuity and consistency in the handling of funds.	Section 2:	<u>Tenure</u> A. All Presidents of the Parent Body, Women's Auxiliary, and Young Adult Department shall be elected annually and the President shall be able to retain the office for three (3) consecutive one (1) year terms. The Youth Department President shall be able to retain the office for three (3) years, unless he/she reaches an age that exceeds the eligibility requirements for the Department. All other constitutional officers of The Convention shall also be governed by the above stated tenure with the exception of the

	B. In order to allow a more efficient transfer of leadership, a President-Elect shall be nominated and selected by The Convention after a presiding President has been nominated for a fourth consecutive term. On recommendation of the President and the Executive Board, The Convention may elect as many Vice-Presidents and Assistant Secretaries as may be needed to efficiently carry on the work of The Convention.		Treasurer and Assistant Treasurer. The Treasurer and Assistant Treasurer may serve six (6) years of continuity in the management of the funds. B. The Treasurer and Assistant Treasurer shall be elected in an “off year” from the President to ensure an overlap with transition from one President to another. For example, the term of the Treasurer and/or Assistant Treasurer shall start at least one year after the President’s first term.
		Section 3:	Presidents of the Parent Body and each auxiliary may appoint committee chairpersons, as appropriate. The Women’s Auxiliary, Young Adult and Youth Department may permit members who are female Deacons, clergy or ministers-in-training to serve as committee chairpersons.
<u>ARTICLE IV: EXECUTIVE BOARD</u>		<u>ARTICLE IV: EXECUTIVE BOARD</u>	
	The Executive Board shall consist of the elected		A. The Executive Board shall consist of the constitutional officers of the

	officers of The Convention and of the Women's Auxiliary and Young Adult and Youth Departments. Twenty-five members shall be present at any meeting of said board to constitute a quorum. The President of The Convention may select or delegate the chair of the Executive Board meetings at his discretion. This board of managers of The Convention shall also consist of each state organization's President, each local organization's President and the chairpersons of the standing committees of each department.		Parent Body, Women's Auxiliary, Young Adult and Youth Departments. B. The Executive Board of The Convention shall also consist of each state organization's President, each local organization's President and the chairpersons of the standing committees of The Convention. C. The President of the Parent Body may select or delegate the chair of the Executive Board meetings at his/her discretion.
<u>ARTICLE V: ADVISORY COUNCIL</u> This council will represent as many of the state and local bodies as possible and in order to ensure an equitable voice it will not exceed three (3) members from a particular state or body.		<u>ARTICLE V: ADVISORY COUNCIL</u> REMOVE THIS ARTICLE (see Executive Board) <u>ARTICLE V: QUORUM</u>	
			A. The Parent Body, the Women's Auxiliary, the Young Adult and Youth

			Departments, and the Executive Board of The Convention shall establish respective quorums for each entity that represents no less than sixty percent of its members in good standing. B. The General Secretary shall ensure that the respective recording secretaries take the following action to establish respective quorums for each entity: 1) Determine the quorum, which shall be reviewed at the end of each year. 2) Announce the determined number for the quorum to the body before each meeting and/or session. 3) Advise the Marshal the quorum requirement. 4) Assist the Marshal to count the number of members present. 5) Report the quorum count to the body. 6) Record the quorum count in the minutes. C. Any member participating in-person or on the official virtual platform shall be included in the quorum count. D. The quorum requirement for regular meetings shall not conflict with
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			other specific quorum requirements listed in this Constitution and Bylaws.
<u>ARTICLE VI: SUBSIDIARY BOARDS AND DEPARTMENTS</u>		<u>ARTICLE VI: SUBSIDIARY BOARDS AND DEPARTMENTS</u>	
	In order to share the work of The Convention and to create the opportunity for a larger number of its members to participate, there shall be a Women's Auxiliary to the National Baptist Deacons' Convention of America. Inc. There shall also be a Young Adult Department and a Youth Department in the Convention. These subsidiaries shall have all rights and privileges due any subsidiary. Each shall elect its own officers; however, the rules by which it shall be governed shall not conflict with the Constitution and the By-Laws of The Convention. (A) Youth Department: In order to effectively		In order to share the work of The Convention and to create the opportunity for a larger number of its members to participate, there shall be a Parent Body, Women's Auxiliary, Young Adult Department and Youth Department. These departments shall have all rights and privileges due each body. Each shall elect its own officers; however, the rules by which it shall be governed shall not conflict with the Constitution and the Bylaws of The Convention. A. Parent Body: In addition to creating opportunities for fellowship among Deacons, an important goal of the Parent Body is to train its members to become effective leaders and strong partners with Pastors in the progressive work of advancing the Kingdom of God. B. Women's Auxiliary: Through vital educational programs, health and wellness initiatives and missionary work, the Women's Auxiliary

	involve more of our Youth in Christian outreach and to provide adequate training, a youth department shall be part of The Convention. All youth from age three (3) until seventeen (17) shall be a member of this department. Adult members of The Convention shall be selected as advisors and shall participate in creating appropriate programs with youth leaders. (B) Young Adult Department: In order to effectively involve more Young Adult in Christian outreach and to provide adequate training, a young adult department shall be part of The Convention. Young Adult are those from age eighteen (18) to thirty-five years old. Adult members of The Convention shall be selected as advisors and shall participate in		provides opportunities to develop and support the mind, body and soul of its members, as well as meeting the needs of the community. C. Young Adult Department: In order to effectively involve more Young Adult in Christian outreach and to provide adequate training, a Young Adult department shall be part of The Convention. Young Adults are those from age eighteen (18) to thirty-five (35) years old. Adults shall be selected as advisors and shall participate in creating appropriate programs with the young adult leaders. D. Youth Department: In order to effectively involve more of our Youth in Christian outreach and to provide adequate training, a Youth Department shall be part of The Convention. All youth from age three (3) until seventeen (17) shall be a member of this department. Adults shall be selected as advisors and shall participate in creating appropriate programs with youth leaders.
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	creating appropriate programs with the young adult leaders.		
<u>ARTICLE VII: COMMITTEES</u>		<u>ARTICLE VII: COMMITTEES</u>	
	In addition to the Women's Auxiliary, the Youth Department, and Young Adult Department, there shall be the following standing committees: (1) James and Priscilla Ross Mission and Education Board (2) Workshop Committee (3) Ways and Means Committee (4) Hospitality Committee (5) Secretarial Team (6) Auditing Committee (7) Finance Committee (8) Enrollment Committee (9) Budget Committee (10) Public Relations Committee		Within The Convention, there shall be the following standing committees: (1) James and Priscilla Ross Mission and Education Board (2) Education Committee (3) Ways and Means Committee (4) Hospitality Committee (5) Secretarial Team (6) Auditing Committee (7) Finance Committee (8) Registration Committee (9) Budget Committee (10) Public Relations Committee (11) Nominating Committee (12) Field Workers Committee (13) Site Committee

	(11) Nominating Committee* (12) Field Workers Committee* *Newly Added		(14) Strategic Planning Committee (15) Resolutions Committee (16) Memorial Committee (17) Robert Wiggs Early Morning Prayer Committee (18) Benevolence Committee (19) Institutional Advancement Committee
<u>ARTICLE VIII: ANNUAL MEETING</u>		<u>ARTICLE VIII: ANNUAL SESSION; ARNETTA THOMAS YOUTH DAY and MID-TERM SESSION</u>	
	The Annual Meeting of The Convention shall convene on Monday after the third Sunday in July each year (subject to change, depending on the state hosting The Convention) and close on the following Friday at noon (or as close to noon as possible).	Section 1:	<u>Timing:</u> A. The Annual Session of The Convention shall convene on Monday after the third Sunday in July and close on the following Friday at noon (or as close to noon as possible). B. Arnetta Thomas Youth Day and Mid-Term Session shall convene the fourth weekend in March. C. The session dates are subject to change, depending on the need of The Convention, hosting state and any other unforeseen circumstances.

		Section 2:	<u>Session Options:</u> A. Video conferencing platforms are viable options for The Convention to share parts or all of its sessions with members and registrants who are unable to travel to the designated annual and mid-term sessions' location. If there is a catastrophic event that severely limits or prohibits travel, or for the convenience of The Convention, The Convention may use video platforms to address its session needs. B. If an emergent event renders travel or in-person housing impracticable, the Parent Body President shall consult with the vice presidents and the Executive Board, and they shall make a recommendation to The Convention for a final decision whether to conduct an in-person, virtual or hybrid session, or cancel the session. C. For the edification of the Body, the leadership shall inform The Convention of its needs and costs if the session is modified. Also, the leadership shall address the in-person risks to the membership and registrants regarding in-person session, as well as reasons for deferring
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			to a virtual session. D. Otherwise, video conferencing shall continue to be used for non-session meetings and other Convention activities as deemed appropriate by the Parent Body President and Auxiliaries' leadership.
<u>ARTICLE IX: ELECTION OF OFFICERS</u>		<u>ARTICLE IX: NOMINATION AND ELECTION OF OFFICERS</u>	
	All officers of The Convention, shall be elected no later than Thursday morning of the annual meeting. The names of all elected officers shall be presented to the recording secretary for his records. All persons elected to any office, or appointed as chairperson of any standing committee must be in good standing with his local body, and with The Convention. This information must be forwarded to The Convention President by the state or local Presidents, before such appointment can be made.	Section 1:	<u>Nomination Process for the Parent Body and Women's Auxiliary</u> A. The reigning Presidents of the Parent Body and Women's Auxiliary shall submit a slate of officers to their respective nominating committee as directed by their nominating committee, but not later than the mid-session. 1) The nominating committees shall interview each nominee to determine whether they are qualified for the nominated office. 2) The respective nominating committees shall also conduct a background check to ascertain whether the nominee meets the basic fitness qualifications to serve in the nominated capacity. 3) These nominating committees shall present to their respective bodies all candidates that prove to be qualified as noted in the Constitution

			and Bylaws. B. Other Nominations – Any member in good standing of the Parent Body or Women’s Auxiliary may nominate any member to a particular office in their respective bodies. 1) The nominator shall write a letter to their respective bodies’ nominating committee supporting their nominee. The letter shall include the following: a. The office for which the member is being nominated; b. The length of time the nominee has been an active member of The Convention (participating in a committee or project for at least five (5) years); c. The state or local conference that the nominee is a member of; d. Information regarding the nominee’s participation in their respective state and local conference or association. 2) The nominator shall also provide any information he/she believes will demonstrate that the nominee is a fit and proper candidate for that position.
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			3) The nominator shall attest that he/she has obtained the nominee's permission to nominate the member for that particular office. C. Interview and Investigation Process – The respective nominating committee shall interview and investigate each nominee for qualification and fitness to serve. If the nominee(s) prove to be qualified and fit for the office nominated, his/her name(s) shall be submitted to the respective bodies as candidates for the nominated office. D. Notification - The nominator and nominee will be notified of inclusion on the slated of officers or the reasons for why the nominee was not included on the slate of officers.
		Section 2:	<u>Election Process</u> A. The Parent Body, Women's Auxiliary, Young Adult Department and Youth Department shall hold elections for constitutional offices. B. While a candidate may vote in the election, any candidate for an office shall neither preside over nor participate in the actual election process.
		Section 3:	<u>Timing of Elections</u> A. All officers of the Parent Body, Women's Auxiliary, Youth Department

			and Young Adult Department shall be elected no later than Thursday morning of the annual session. B. The names of all elected officers shall be presented to the recording secretary of the Parent Body for his/her records.
<u>ARTICLE X: AMENDMENTS</u>		<u>ARTICLE X: AMENDMENTS</u>	
	This constitution may be amended by a two-thirds (2/3) majority vote of those present and voting at any regular or specially called meeting of The Convention, providing such amendment has been requested by at least five (5) local bodies. A three (3) month notification must be made in writing to the Executive Board prior to any action.	Section 1: A. A three (3) month notification in writing must be submitted to the Executive Board prior to action on amending The Constitution. B. The amendment must be endorsed by at least five (5) states or independent local bodies, in good standing, before being submitted to the members of The Convention for readings and voting. C. In order to ensure widespread representation, the minimum number of endorsements must include representation from five different states. Section 2: A. Before The Constitution may be amended, the General Secretary or the Marshal shall certify to the presiding officer that the quorum requirement has been satisfied in order to start the amendment approval meeting. B. Two-thirds (2/3) of the membership (members in good standing) must be	

			present (in-person, virtual or a hybrid) to vote, as determined by the Executive Board. C. There must be a two-thirds (2/3) majority vote in order to approve The Constitutional amendment.
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BYLAWS OF THE
NATIONAL BAPTIST DEACONS' CONVENTION OF AMERICA, INC. AND ITS AUXILIARIES

ARTICLE I:	<u>DUTY OF THE PRESIDENT</u> It shall be the duty of the President to preside at all meetings of The Convention with impartial justice and firm decorum. He shall appoint all committees. He shall attend all meetings of the Executive Board and Advisory Council when it is possible for him to do so. He shall be ex-officio of all committees. In the absence of the President,	ARTICLE I:	<u>DUTY OF THE PRESIDENT</u> A. Parent Body President - It shall be the duty of the Parent Body President to: 1) Preside at all Executive Board meetings and special called meetings of The Convention, unless he/she designates a vice president; 2) Appoint all committee members and Chairpersons for the Parent Body, as well as special committees of The Convention; 3) The Parent Body President shall be apprised of all expenditures
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the First Vice-President shall carry the responsibility. The President and Treasurer shall oversee the signing of all checks for payment of Convention bills.

of The Convention;

- 4) Attend all meetings of the Executive Board when it's possible for him/her to do so;
- 5) He/she shall be ex-officio of all committees;

*In the case of an *emergent* absence of the President, the first Vice-President, or succeeding Vice President shall carry out the responsibility.

B. Women's Auxiliary President – It shall be the duty of the Women's Auxiliary President to:

- 1) Preside at all Women's Auxiliary meetings and special called meetings of the Auxiliary;
- 2) Appoint all committee members and Chairpersons for the Women's Auxiliary, as well as Women's Auxiliary representatives for special committees of The Convention;
- 3) Attend all meetings of the Executive Board when it's possible for her to do so;
- 4) She shall be ex-officio of all Women's Auxiliary committees;

			* In the case of an <i>emergent</i> absence of the President, the first Vice-President, or succeeding Vice President, shall carry out the responsibility. C. Young Adult Department President - It shall be the duty of the Young Adult President to: 1) Preside at all Executive Board meetings and special called meetings of the Young Adult Department; 2) Attend all meetings of the Executive Board when it's possible for him/her to do so; 3) He/she shall be ex-officio of all Young Adult Department committees; *In the absence of the President, the first Vice-President shall carry out the responsibility. D. Youth Department President – It shall be the duty of the Youth Department President to: 1) Preside at all Executive Board meetings and special called meetings of the Youth Department;
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			2) Attend all meetings of the Executive Board when it's possible for him/her to do so; 3) He/she shall be ex-officio of all Youth Department committees; *In the absence of the President, the first Vice-President shall carry out the responsibility.
ARTICLE II:	<u>GENERAL AND RECORDING</u> <u>SECRETARY</u> The General and/or the Recording Secretary shall keep an accurate record of all the proceedings of The Convention of both regular and special meetings. He shall attend all Executive Board meetings, keeping his records in book form, which can be filed for future reference.	ARTICLE II: Section 1:	<u>SECRETARIES</u> <u>GENERAL SECRETARY</u> The General Secretary of the Parent Body shall: A. Serve as the "Lead Secretary" for The Convention, responsible for: 1) Training auxiliary/department secretaries on The Convention protocol for secretaries. 2) Receiving, coordinating and proofreading/editing all reports. B. Ensure that all the meeting proceedings are covered (all secretaries are assigned to their respective job), and that the Auxiliary reports of the proceedings are received by the recording and general secretary. C. If necessary, the General Secretary may take the official minutes of

		Section 2:	Parent Body meetings. D. Assist the Parent Body regarding Bylaws Article IX matters. E. The General Secretary will work with the Marshal in determining the quorum for regular and special called meetings, and the threshold for approving motions, votes, etc. <u>RECORDING SECRETARY</u> All secretaries are responsible for keeping an accurate record of all the proceedings of their respective auxiliary. The Recording Secretary of the Parent Body shall: A. Keep an accurate record of all the proceedings of The Parent Body of both regular and special meetings. B. He/she shall attend all Executive Board meetings, keeping his/her records in book form, which can be filed for future reference, for recording and archiving. C. He/she shall serve as a back-up for the General Secretary of The
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		Section 3:	Parent Body. <u>CORRESPONDING SECRETARY</u> The Corresponding Secretaries (Parent Body, Women’s Auxiliary, Young Adult and Youth Department) have the following duties / responsibilities: A. Manage all of the correspondence of The Convention and keep a record of all correspondence. This should include all formal correspondence required of The Convention such as proper notices of all meetings and other notices regarding the ongoing business of The Convention. B. Assist the Recording Secretary in any administrative matters, when needed. <u>FINANCIAL SECRETARY</u>
		Section 4:	A. The Parent Body Financial Secretary has the following

			duties/responsibilities: 1) Keep an accurate record of all monies received and paid out. 2) He/She shall work cooperatively with the Treasurer and the Finance Committee, submitting written reports to the Executive Board during the Arnetta Thomas Youth Day and Mid-Term Session, Annual Session of The Convention, and as requested. 3) The Financial Secretary and the Assistant Secretary shall be required to give bond in such amount as The Convention shall set the fee for, and such bond shall be paid by The Convention. B. The duties of the Women's Auxiliary Financial Secretary: 1) Prepare vouchers for payment. 2) Keep records and reconcile them with the Women's Auxiliary Treasurer.
ARTICLE III:	<u>CORRESPONDING SECRETARY</u> It shall be the duty of the Corresponding	ARTICLE III:	<u>CORRESPONDING SECRETARY</u> – moved to Article II

	secretary to attend to all official correspondence and communication. The Corresponding Secretary shall send all notices for the call meetings.		
ARTICLE IV:	<u>FINANCIAL SECRETARY</u> It shall be the duty of the Financial Secretary to keep an accurate record of all monies received and paid out. He shall work cooperatively with the Treasurer and the Banking Committee, submitting a written report to the Executive Board and to the Annual Session of The Convention. A semi-annual report will be provided to all state and local Presidents.	ARTICLE IV:	<u>FINANCIAL SECRETARY</u> – moved to Article II
ARTICLE V:	<u>TREASURER</u> The duties of the Treasurer: to receive and	ARTICLE III:	<u>TREASURER</u> Section 1: The duties of the Parent Body Treasurer:

	bank all monies turned over to him by the Financial Secretary, He shall sign all checks for the withdrawal of the same. He shall keep and itemize records of all receipts and disbursements; submitting a written report to the executive board and to the annual session of The Convention. The Treasurer shall be required to give bond in such amount as The Convention shall set, the fee for such bond shall be paid by The Convention.	Section 2:	A. Receive and bank all monies turned over to him/her or the assistant treasurer, as well as from treasurers of each Auxiliary. B. He/she shall sign all checks. *The Finance Committee will determine the number of signatures required. C. He/she shall keep and itemize records of all receipts and disbursements: submitting a written report to the Executive Board during the Arnetta Thomas Youth Day and Mid-Term Session, Annual Session of The Convention, and as requested. D. The Treasurer and the Assistant Treasurer shall be bonded. The Convention shall determine the amount of the bond, and pay the fee for such bond. The duties of the Women's Auxiliary Treasurer: A. Receive all monies turned over to her by the Women's Auxiliary Financial Secretary. B. She shall keep and itemize records of all receipts and disbursements; submitting a written report to the Women's Auxiliary Executive Board as requested.
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		Section 3:	C. She shall ensure all Women's Auxiliary monies are turned over to the Parent Body Treasurer for inclusion in The Convention's account. The duties of the Young Adult and Youth Department Joint Treasurer: A. Receive all monies collected by the Young Adult and Youth Department, to include dues, workshop registrations, offerings and charitable donations. B. He/She shall keep and itemize records of all receipts and disbursements; submitting a written report to the Young Adult and Youth Department Executive Board as requested. C. He/She shall ensure all Young Adult and Youth Department monies are turned over to the Parent Body Treasurer for inclusion in The Convention's account.
ARTICLE VI:	<u>AUDITOR</u>	ARTICLE IV:	<u>AUDITOR</u>

It shall be the duty of the Auditing Committee to examine the books of the Treasurer, Financial Secretary and all other departments of The Convention which handle funds, such that The Convention may ascertain its assets and liabilities; submitting a report to the Annual Session of The Convention. This report shall be completed within 90 days following the last day of the Annual Convention.	Section 1:	<u>Qualifications</u> A. The Auditor shall have a working knowledge of the practice of auditing. B. The Auditor shall have a background in accounting or finance and should have a working knowledge of bookkeeping. C. Through the Executive Board, The Convention may select a member from either the Parent Body or any auxiliary or department to serve as the Auditor if that Convention member has the requisite background to serve as the Auditor. D. The Auditor cannot be a member or an officer of any finance team in The Convention. E. The Auditor shall not have served as a financial officer or Committee member for three (3) years before being appointed to this position.
	Section 2:	<u>Duties</u> A. The Auditor shall audit the books of the Parent Body, the

			Women's Auxiliary, and if any - the Youth and Young Adult Departments. This audit shall include examining both the Financial Secretary, Treasurer, and any other person keeping financial records for every component of The Convention. In addition, this examination shall include any assistants to the Financial Secretary and Treasurer. B. The Auditor may audit the financial books annually or as needed. However, the Auditor shall audit the financial books every three (3) years. C. Upon completing the mandatory audit, the Auditor shall submit an audit report to The Convention Executive Committee within ninety (90) days of the conclusion of the Annual Session. In addition, the Auditor shall submit to The Convention discretionary audit reports within ninety (90) days of the examination of the financial records. D. The Auditor's report shall include the findings as to the assets and liabilities of The Convention. The report shall also include an
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			assessment of the financial records' accuracy. The Auditor shall determine whether the records from the individual financial secretaries, treasurers, and any other finance record keeper are consistent. E. If necessary, the Auditor shall obtain the official minutes of The Convention or any Auxiliary or Department of The Convention for auditing purposes. F. The audit report shall include recommended changes to the finance teams, policies, or practices to enhance the financial process and the fiscal health of The Convention. Further, the Auditor shall identify those areas in which the finance team excels. G. The Convention Auditor shall recommend to the Executive Board to secure an external audit only when there is clear and convincing evidence that an external audit is required. H. In addition to those who are constitutionally required to be bonded, the Auditor shall make recommendations to bond others
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		Section 3:	as necessary. <u>Audit Committee</u> The Auditor shall select a minimum of three (3) and a maximum of five (5) committee members to assist with the audits. The Auditor shall ensure that the Parent Body and Women's Auxiliary are represented on the Audit Committee. In addition, if the Auditor determines that the Youth and Young Adult Departments are transacting business that requires auditing, the Auditor shall include one member to represent the Youth and Young Adult Departments on the Audit Committee. Otherwise, the Auditor may include one youth or young adult member for training purposes. <u>NOTE: EFFECTIVE DATE OF THIS ARTICLE</u> If The Convention approves this proposed amendment, it should not be fully implemented until the Executive Board identifies a qualified auditor within our Convention.
ARTICLE VII:	<u>MARSHAL</u>	ARTICLE V:	<u>MARSHAL</u>

	It shall be the duty of the Marshal to assist the presiding officer in preserving order in The Convention during sessions, and cooperate with him in calling The Convention into session.		It shall be the duty of the Marshal to: A. Assist the presiding officer in preserving order in The Convention during sessions and cooperate with him/her in calling The Convention into session. B. Maintain order during all sessions, in-person and virtual. C. Have knowledge of facility layout. D. Assist with security during medical emergencies, special guest presentations, etc. E. The Women's Auxiliary Marshal will work with the Parent Body Marshal during Convention sessions. F. Assist the Parent Body regarding Bylaws Article IX matters. G. The Marshal will work with the General Secretary in determining the quorum for regular and specially called meetings, and the threshold for approving motions, votes, etc.
ARTICLE VIII:	<u>TRUSTEE BOARD</u> The Trustee Board shall consist of the	ARTICLE VI:	<u>TRUSTEE BOARD</u> – Consider changing name to Trustees The Trustee Board shall convene, when necessary, to negotiate the

	following officers of The Convention: President, 1st Vice President, General Secretary, Recording Secretary, Financial Secretary, Treasurer, Chairman of the Appropriation Committee, President, Women's Auxiliary, Senior Youth Advisor and a Young Adult Coordinator and/or Advisor. The Convention's Parliamentarian shall have a non-voting advisory status on the Trustee Board. The Trustee Board shall have the duty to negotiate the obtaining and disposal of all physical properties for The Convention.		obtaining and disposal of all physical properties for The Convention. The Trustee Board shall consist of the following officers of The Convention: A. Parent Body: President and 1st Vice President, General Secretary, Recording Secretary, Financial Secretary, Treasurer, B. Chairman of the Appropriation Committee ? C. Women's Auxiliary President D. Director of the Youth and Young Adult Departments. E. The Convention's Parliamentarian shall have a non-voting advisory status on the Trustee Board.
ARTICLE IX:	<u>EXECUTIVE BOARD</u> The Executive Board shall be the policy-	ARTICLE IX:	<u>EXECUTIVE BOARD</u> - moved to Article IX

	making body of The Convention. It shall have charge of and execute the business of The Convention and its actions to The Convention in its Annual Session, in cooperation with the President. The Executive Board shall be responsible for the program of the parent body in each Annual Session of The Convention.	ARTICLE VII:	<u>PARLIAMENTARIAN</u> It shall be the duty of the Parliamentarian to advise the President and The Convention on procedural questions and points of order in accordance with The Holy Bible, The Convention Constitution and Bylaws, and the current version of Robert's Rules of Order. The Chair shall promptly recognize the Parliamentarian on any point of order.
ARTICLE X:	<u>ADVISORY COUNCIL</u> The Advisory Council shall assist the President in promoting the work of The Convention by counseling with him on such matters as The President deems necessary	ARTICLE X: ARTICLE VIII:	<u>ADVISORY COUNCIL</u> - REMOVED <u>CHAPLAIN</u> A. It shall be the duty of each department Chaplain to arrange for the devotional service of The Convention, and to assist with providing spiritual order and guidance. He/she shall see that all sessions are opened and closed in prayer (in-person and virtual). B. The Assistant Chaplain shall serve in the absence or at the direction

			of the Chaplain.
ARTICLE XI:	<u>PARLIAMENTARIAN</u> It shall be the duty of the Parliamentarian to rule on procedural questions and points of order in accordance with the current edition of Robert’s Rules of Order.	ARTICLE XI: <u>PARLIAMENTARIAN</u> – moved to Article VII ARTICLE IX: EXECUTIVE BOARD – (Refer to Article IV of the Constitution for the make-up of the Executive Board.) Section 1: The Executive Board shall be the policy-making body of The Convention. It shall have charge of and execute the business of The Convention. The Executive Board shall be responsible for the program of each Annual Session of The Convention and The Arnetta Thomas Youth Day and Mid-Term Session. Section 2: Procedural or substantive grievances - A. A special committee shall be appointed if there are grievances involving the Executive Board. B. The Parliamentarian should be included as a non-voting member, but not as Chair of the special grievance committee. C. In addition to the Parliamentarian, there shall be five (5) members	

			appointed to the committee. D. Each Auxiliary of The Convention should be represented along with the Parent Body. E. The Parent Body President shall appoint two (2) members and each Auxiliary President shall appoint one (1) member each for a total of five (5) members. F. If a President is the subject of the grievance, then the First Vice President shall make the appointment. G. The committee will present its recommendation to the Executive Board and the Executive Board will vote, and a simple majority will rule. H. If a procedural or substantive grievance arises within the Parent Body of a particular auxiliary, unrelated to The Convention as a whole, then that matter should be referred to a special committee within that body.
ARTICLE XII:	<u>CHAPLAIN</u> It shall be the duty of the Chaplain to arrange	ARTICLE XII:	<u>CHAPLAIN</u> – moved to Article VIII

for the devotional service of the parent body of The Convention. He shall see that all sessions are opened and closed in prayer.

ARTICLE X:

Section 1:

REMOVAL FROM OFFICE

Disability or Unavailability (Framework)

- A. Officers of the Parent Body and Women's Auxiliary may resign from office by submitting a letter of resignation to the president, resigning based on a disability or unavailability.
- B. This disability may include the officer or a family member of the officer requiring the long-term care of that family member.
- C. Upon receiving the resignation, the respective President has up to thirty (30) days to contact the officer to discuss the concerns or reasons for resignation.
- D. The respective President shall take great care to ensure that the Parent Body or the Women's Auxiliary has offered every reasonable accommodation to the officer before accepting the resignation.
- E. At the next regular meeting, the Parent Body or Women's Auxiliary President shall present the letter of resignation and acceptance of the resignation, with the blessings of the Body.

			F. If an officer is unavailable and/or not performing his or her duties for an extended period, the Parent Body or Women's Auxiliary President shall: 1) Contact the officer, in writing, to learn whether The Convention or Women's Auxiliary can assist the officer. 2) If the officer fails to respond within thirty (30) days or fails to account for his/her absences or non-performance, then the respective President shall notify the officer that the matter will be presented to the Parent Body or Women's Auxiliary at the next available Executive Board meeting. 3) Through the General Secretary, the respective President shall invite the officer in question to attend that meeting and present a statement explaining his/her circumstances. 4) Upon a two-thirds vote by that Body, the officer in question shall be removed from Office. G. The Parent Body and Women's Auxiliary Presidents shall exercise great care in invoking this Article.
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		Section 2:	<u>Misconduct in Office</u> A. If a complaint alleges that an officer of the Parent Body or Women’s Auxiliary has engaged in misconduct while in office, upon receiving verifiable information supporting such an assertion, the President, General Secretary, and the Parliamentarian of the respective Body shall confer over this matter. B. If a complaint alleges that the President of the Parent Body or Women’s Auxiliary has engaged in misconduct while in office, the General Secretary, Parliamentarian and Marshal of the respective Body shall confer over this matter. C. If the misconduct assertion has credibility, the President shall present this matter to his/her respective executive board at their next available meeting or an emergency called meeting. D. If a simple majority of the respective executive board agrees that the assertion is credible, the President, through the General Secretary, shall write a letter to the officer explaining the assertions
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			and the executive board's concerns. 1) The letter shall inform the officer of his/her rights to respond, in writing and in person, at a special called meeting of that executive board. 2) The officer shall be given a full and fair opportunity to respond, in writing and in person, before the executive board. After the executive board has fully addressed this matter, they may vote to remove or retain the officer by a two-thirds vote. 3) The officer shall have a right to appeal the decision to the Body of the Parent Body or Women's Auxiliary, as appropriate, within thirty (30) days of the executive board decision. E. The Convention shall conduct these matters with the greatest sense of Christian charity and respect for all parties involved.
ARTICLE XIII:	<u>ENROLLMENT COMMITTEE</u> It shall be the duty of the Enrollment Committee to see that all delegates of The Convention are registered.	ARTICLE XI:	<u>MEMBERSHIP and REGISTRATION COMMITTEES</u> Membership – It shall be the duty of the Membership Committee to maintain records of all members (to include payment of dues) of The Convention.

It shall provide blank badges for this purpose. No delegate shall be eligible to vote until they have registered or received a badge. The Committee shall mail and/or email to each local body of The Convention, and eventually to each former attendee, registration blanks that shall be provided by The Convention, Attendees may mail and/or email these blanks along with their representation fees to the Finance Committee. The Enrollment Committee a vigorous pre-registration process will be conducted each year.

Section 2:

- A. Members of The Convention must pay annual membership dues, unless exempt.
 - B. Only members shall be eligible to vote during any session of The Convention.
 - C. The Membership Committee shall work with the Registration Committee to ensure appropriate designation of membership credentials with regard to registration at The Convention sessions.
 - D. The Membership Committee shall make a general and financial report at the Annual Session and Arnetta Thomas Youth Day and Mid-Term Session.
- Registration - It shall be the duty of the Registration Committee to see that all persons attending a session of The Convention are registered.
- A. The Committee shall be responsible for notification to each local body of The Convention via The Convention website

			as to such registration procedures. 1) The Committee shall provide for the registration for the Arnetta Thomas Youth Day and Mid-Term Session. 2) The Committee shall provide for early registration for the Annual Session. 3) On-site registration will begin on the Monday prior to the opening of the Annual Session. B. It shall provide badges and other required materials. C. The Registration/Enrollment Committee shall also identify all persons attending (in person or virtual) a session of The Convention. D. Attendees shall be designated as Deacon, Women's Auxiliary Member, Young Adult, Youth, Minister, et cetera. E. The Registration Committee shall work with the Membership Committee to ensure appropriate designation of membership credentials with regard to registration at The Convention sessions.
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			F. The Registration Committee shall make a general and financial report at the Annual Session and Arnetta Thomas Youth Day and Mid-Term Session.
ARTICLE XIV:	<u>FINANCE COMMITTEE</u>	ARTICLE XII:	<u>FINANCE COMMITTEE</u> It shall be the duty of the Finance Committee to receive all monies brought in The Convention, keeping an accurate record of the same. A. All monies must be verified by the Financial Secretary and turned over to the Treasurer who shall deposit same into The Convention account. B. The Chairman of the Finance Committee shall oversee all financial transactions. C. The Financial Secretary, and Treasurer must sign all withdrawals. D. The Finance Committee shall make general and financial reports to The Convention.
ARTICLE XV:	<u>AUXILIARIES</u> It shall be the duty of the Auxiliaries to	ARTICLE XIII:	<u>AUXILIARIES</u> A. It shall be the duty of the Auxiliaries to report to the Parent Body

report to the National Baptist Deacons' Convention. They shall enjoy all rights and privileges due an Auxiliary. This shall be in keeping with Christian unity and fellowship. They shall elect their own officers. They shall hold their annual session at the same time and in the same place as the parent body, and whenever possible, under the same roof. They shall make reports to the parent body of all monies received and expended. They shall report the total number of delegates attending its session. In order to strengthen our fellowship and keep alive the spirit of cooperation as becomes a Christian organization, and for the purpose of sharing experiences, joint sessions shall be held during The Convention week.

of the National Baptist Deacons' Convention. They shall enjoy all rights and privileges due an Auxiliary.

- B. The Auxiliaries shall maintain the standards of Christian unity, discipline and fellowship as directed by the Word of God, our Constitution and Bylaws, and the most recent version of parliamentary procedure.
- C. The Auxiliaries shall elect their own officers; they shall hold their annual session at the same time and in the same jurisdiction as the Parent Body, and whenever possible, under the same roof.
- D. They shall make reports to the Parent Body of all monies received and expended.
- E. They shall report the total number of persons attending their session.
- F. To strengthen our fellowship and keep alive the spirit of cooperation as becomes a Christian organization, and for the purpose of sharing experiences, joint sessions shall be held during the Annual Session, the Arnetta Thomas Youth Day and Mid-

			Term Session, and as directed by the Parent Body President.
ARTICLE XVI:	<u>BYLAWS AMENDMENT</u> The bylaws may be amended by a two-thirds (2/3) majority vote of those members present and voting at any regular or specially called meeting of The Convention. The amendment must be requested by at least five (5) local bodies. A three (3) month notification in writing must be submitted to the Executive Board prior to action on such an amendment.	ARTICLE XIV Section 1: Section 2:	<u>BYLAWS AMENDMENT</u> A. A three (3) month notification in writing must be submitted to the Executive Board prior to action on amending The Bylaws. B. The amendment must be endorsed by at least five (5) states or local bodies, in good standing, before being submitted to the members of The Convention for readings and voting. C. In order to ensure widespread representation, the minimum number of endorsements must include representation from five different states. A. Before The Bylaws may be amended, the General Secretary or the Marshal shall certify to the presiding officer that the quorum requirement has been satisfied in order to start the amendment approval meeting. B. Two-thirds (2/3) of the membership (members in good standing)

			must be present (in-person, virtual or a hybrid) to vote, as determined by the Executive Board. C. There must be a two-thirds (2/3) majority vote in order to approve The Bylaws amendment.
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