

South Carolina Baptist Congress of Christian Education

Constitution

Article I. Name

The name of this body shall be the South Carolina Baptist Congress of Christian Education. (An auxiliary of the Baptist Education and Missionary Convention of South Carolina)

Article II. Objective

The objective of this body is to promote Christian education in all of its facets, including but not limited to; evangelism, stewardship, worship, missions and training in church membership.

Article III. Membership

This body shall be composed of missionary Baptist churches, associations and individuals of a Baptist Church who enrolls with the doorway fee set by the Congress and in good standing with the Baptist E & M Convention.

Section 1. Sunday Church Schools, Baptist Training Unions, Sunday Church School Conventions, district congresses and other training organizations shall be eligible for membership.

Section 2. Any member in a missionary Baptist church who enrolls in the Congress with the individual doorway fee shall be eligible for membership without voting rights.

Section 3. Any member in a missionary Baptist church may pay the life membership fee for life membership.

Article IV. Doorway Fees

The Congress shall set the doorway fee in its annual session.

Article V. Meetings

The Congress shall meet twice annually.

Article VI. Officers

Section 1. The officers of the Congress shall be a president, a first vice president, a second vice president, a third vice president, a recording secretary, an assistant recording secretary, a dean, an assistant dean, a director general, an assistant director general, a treasurer, a music director and an assistant music director.

Article VII. Duties of Officers

Section 1. The President shall perform the following duties and any others pertaining to the office of President:

- a. Shall oversee and supervise all staff and activities of the Congress and Youth and Children's Congress Department and serve as ex officio of all committees, field missionaries, regional directors and superintendents.
- b. Shall convene the Congress and the Executive Board and preside or designate any of the vice presidents to preside.
- c. Shall sign all orders drawn on the treasury of the Congress.
- d. Shall appoint all committees, field missionaries, regional directors and district superintendents annually.
- e. Shall appoint all committees, field missionaries, regional directors and district superintendents annually.
- f. Shall exercise authority to call into session the Executive Board and the Congress as deemed necessary.
- g. Shall sign all documents and papers regarding Congress matters.
- h. Shall serve as an official representative or appoint his designee to represent the Congress in all matters and speak on its behalf before other denominational and fraternal bodies on the local, state and national levels.
- i. Shall supervise the planning and administer the business of the Congress.
- j. Shall preside at all Congress sessions.
- k. Shall develop all publicity strategy.

Section 2. The First Vice President shall assist the President in the work of the Congress and shall perform all duties assigned by the President. In the event of absence, resignation, death or inability of the President to serve, the First Vice President shall perform the duties of the President.

Section 3. The Second Vice President shall perform all duties assigned by the President, and in the absence of the President and the First Vice President, the Second Vice President shall perform the duties of the President.

Section 4. The Third Vice President shall serve under the leadership and guidance of the President. The Third Vice President shall be a student serving in a training and service capacity.

Section 5. The Recording Secretary shall make and keep an accurate record of each Congress and the Executive Board meeting, compile and distribute the minutes and shall make an annual report to the Executive Board and the Congress.

Section 6. The Assistant Recording Secretary shall perform all duties assigned by the Recording Secretary and shall assume the duties of the Recording Secretary in the event of the Recording Secretary's absence or inability to serve.

Section 7. The Dean shall perform the following duties and any others pertaining to the Office of Dean:

- a. Organize the curriculum and enlist an adequate and qualified staff for the annual School of Methods.
- b. Work in conjunction with the President and the Director of Christian Education in the enlistment, qualifying and assigning of persons to serve on the faculty.
- c. Train and encourage certification of faculty members and work to achieve accreditation of the School of Methods of the State Congress.
- d. See that textbooks are made available to both instructors and students as needed.
- e. Be responsible for filing necessary reports with the Director of Christian Education.
- f. Supervise the accreditation and certification process of district Congress schools.

Section 8. The Assistant Dean shall assist the Dean in the work of the Congress and shall perform all duties assigned by the Dean and/or the Congress.

Section 9. The Director General shall be responsible for labeling/posting the physical arrangements after the President and Dean have chosen sites for the sessions of the Congress and of the School of Methods. The Director General shall inspect all facilities before each session to ensure that appropriate classroom space and other resources are provided for and are clearly marked as to their use. The Director General shall provide directions to the delegation regarding classroom locations, housekeeping rules, safety regulations and daily updates of changes. The Director General shall also be accessible and visible in assisting with the physical needs of the Congress.

Section 10. The Assistant Director General shall carry out all duties given by the Director General as it relates to the general work of the Congress and the Youth and Children's Congress. The Assistant Director General shall also ensure that all facilities are posted or labeled with youth and children meeting sites as a directive. The Assistant Director General shall be accessible and visible in assisting the staff and to ensure the physical needs of the Youth and Children's Congress are met.

Section 11. The Treasurer shall receive and deposit all monies in a pre-approved financial institution and hold other valuables as may be entrusted to the Treasurer. The Treasurer shall disburse funds as authorized by the body and/or the Executive Board signed by order of the President. The Treasurer shall report the conditions of the treasury upon the request of the President and/or the Executive Board and shall submit a printed annual report.

Section 12. The Music Director shall provide appropriate music for all sessions of the Congress including the Annual Session, BTU/Christian Education

Workshop, Vacation Bible School Clinic, Church School Conferences, the Youth and Youth Leaders/Advisors Workshop and Annual Board Meeting.

Section 13. The Assistant Music Director shall assist the Music Director in providing music appropriate for all sessions including the Annual Session, BTU/Christian Education Workshop, Vacation Bible School Clinic, Church School Conference, Youth and Youth Leader/Advisors Workshop, and the Annual Board Meeting and shall serve upon the request of or in the absence of the Music Director.

Section 14. Director of Workshops. The Director of Workshops shall coordinate the curriculum of the BTU, VBS, Church School and Youth Conferences. The Director of Workshops shall be appointed by the President. He/she shall secure rooms and sites through personnel/staff person of institution/meeting sites and after securing and choosing individual class sites, the Director shall give the Director General Meeting Sites rooms for posting. The Director of Workshops shall procure qualified instructional faculty and other appropriate staff. The Director of Christian Education shall serve as a liaison between the Congress and the parent body, the Baptist Educational and Missionary Convention and as a consultant to the Director of Workshops.

Article VIII. Qualification of Officers

Section 1. The President - The President shall be a bonafide member of a State Congress and a State Convention member church and have at least five years of pastoral experience. The President shall possess administrative and managerial skills. A Master of Divinity Degree from an accredited seminary is required.

Section 2. First Vice President - The First Vice President shall possess the same qualifications as the President.

Section 3. Second Vice President - The Second Vice President shall possess the same qualifications as the President.

Section 4. Third Vice President - The Third Vice President shall be a bonafide member of a Congress and Convention member church and has attended the Congress for at least three consecutive years. The Third Vice President shall be a student enrolled in a secondary or post-secondary institution. The Third Vice President shall be a youth between the ages of 15-21. The Third Vice President shall be a member of a church registered with the State Congress and State Convention.

Section 5. Recording Secretary - The Recording Secretary shall be a member of a church registered with the State Congress and State Convention and possess the ability to record accurate minutes and speak fluently.

Section 6. Assistant Recording Secretary - The Assistant Recording Secretary

shall be a member of a church registered with the State Congress and the State Convention and possess the ability to record accurate minutes and speak fluently.

Section 7. Dean - The Dean shall be a member of a church registered with the State Congress and State Convention and shall have earned at least a Master of Divinity Degree from an accredited seminary and meet or exceed State Dean's Certification Requirement. The Dean shall have been affiliated with the State Congress and State Convention for at least 5 years. Curriculum and Congress teaching experience is required. If the Dean is a pastor, the Dean shall obtain a letter of recommendation from the President of the Baptist Educational and Missionary Convention. If the Dean is a non-pastor, a letter of recommendation shall be obtained from the pastor of the dean's church.

Section 8. The Assistant Dean - The Assistant Dean shall be a member of a church registered with the State Congress and the State Convention and shall have earned at least a Master of Divinity Degree from an accredited seminary and meet or exceed the State Dean's Certification Requirement. The Assistant Dean shall have been affiliated with the State Congress for at least 5 years. Curriculum and Congress teaching experience is required.

Section 9. Director General - The Director General shall be a member of a church registered with the State Congress and the State Convention and have been active in the State Congress.

Section 10. Assistant Director General - The Assistant Director General shall be a member of a church registered with the State Congress and the State Convention and has been active in the State Congress.

Section 11. Treasurer - The Treasurer shall be an honest individual with experience in receiving, counting, depositing and disbursing funds. The treasurer shall be a member of a church registered with the State Congress and the State Convention and has been active in the State Congress.

Section 12. Music Director- The Music Director shall be a member of a church registered with the State Congress and the State Convention and has been active in the State Congress. The Music Director shall be adequately trained in accompanying choral and congregational singing on the piano and /or organ. The Music Director shall be qualified to train and direct choirs as needed.

Section 13. Assistant Music Director - The Assistant Music Director shall be a member of a church registered with the State Congress, State Convention and has been active in the State Congress. The Assistant Music Director shall be adequately trained in accompanying choral and congregational singing on the piano and/or organ. The Assistant Music Director shall be qualified to train and direct choirs as needed.

IX. Election of Officers

Section 1. All officers, except the Director of Christian Education, shall be elected annually and assume office at the close of the session in which they were elected. There shall be a 30 - day transitional period for unfinished business.

Section 2. A simple majority vote shall be necessary for a nominee to be elected.

Section 3. All elected officers shall hold office for one year and can be re-elected to the same office each year for a maximum of five years. An officer may not seek re- election to the same office after completing a five-year term in that office, but may seek election to a different office. An officer who has not completed five consecutive years in an office may seek election to another office.

Section 4. All officers are required to attend all major functions of the Congress. Major functions shall be: The Annual Session, November Board Meeting and at least 3 of the Annual Four Workshops. Absences shall be communicated to the President for approval or disapproval. The report of Attendance shall be reported to the Congress Board and Nomination Committee before an officer can be re-elected or elected to an office. The President and the Executive Board shall counsel with officer(s) for a reasonable period of time before removal from office in cases of extreme absences.

Article X. Appointments

Section 1. State District Superintendents shall supervise the work of the field missionaries and regional directors to make sure that they are effectively implementing their duties.

Section 2. District Field Missionaries shall visit churches in their assigned Districts, encourage attendance at and participation in the Congress, shall solicit money from active and inactive churches and report all these activities to the Congress. The District Field Missionaries shall stay in contact with the State District Superintendent.

Section 3. Regional Directors shall be assigned a group of counties or regions in which they shall distribute Congress materials to promote the programs of the Congress, report their activities to the Congress and solicit doorway fees. Regional Directors shall be in contact with the District Superintendents for supervisory and monitoring purposes.

Section 4. The President shall appoint all Staff and Committee to the Youth and Children's Congress.

Article XI. Board and Committees

The following boards and committee members shall be named during the Annual Board Meeting in November:

Section 1. There shall be an Executive Board appointed annually.

Section 2. There shall be a Membership Committee appointed annually.

Section 3. There shall be an Audit Committee appointed annually.

Section 4. There shall be a Nomination Committee appointed annually.

Section 5. There shall be a Curriculum Committee appointed annually.

Section 6. There shall be a Registration Committee appointed annually.

Article XII. Duties of Boards and Committees

Section 1. The Executive Board shall have the power to transact business on behalf of the Congress when the Congress is not in session. The Board shall prepare and make a written report in the annual session.

Section 2. The Membership Committee shall report annually the newly registered churches at the annual sessions, workshops and conferences and report the churches that failed to register for another year. These findings shall be reported to the President and the appropriate follow-up shall be determined. The Membership Committee shall periodically contact active churches of the Congress to monitor the effectiveness of the Congress' work.

Section 3. The Audit Committee shall review the financial receipts and disbursements records and make a report with recommendations to the President and the Executive Board regarding the finding with recommendations for improved financial accountability.

Section 4. The Nomination Committee shall submit annually to the Congress a list of qualified nominees to fill the offices of the Congress.

Section 5. The Curriculum Committee shall evaluate the current curriculum annually and make recommendations to the President and Executive Board regarding the adding or dropping of courses. If necessary, the Committee shall also evaluate and recommend courses required for various certifications and accreditations.

Section 6. The Registration Committee shall receive all registration applications and funds necessary to register each church and her delegates to participate in the annual sessions, workshops and conferences.

Article XIII. Budget

The Congress shall have an annual budget for the disbursement of expenses. The composition and the recommendation of the Budget shall be the responsibility of the President.

Article XIV. Rules of Order.

The Holy Bible (RSV), Holy Spirit and the Robert's Rules of Order to the extent possible (no conflict with the Bible and Holy Spirit) shall govern this body.

Article XV. Amendments

This constitution shall be amended at the annual session of the Congress by a two-thirds vote of those present, provided written notice of proposed amendment has been submitted to the Congress one year in advance.

Constitutional Amendment (s)

Article I. Temporary Change in Dean's Qualification(s)

Section 1. Until the end of the Annual Session of the year 2006, there shall be an **exception** to the qualifications of the dean's position to hold a Master of Divinity degree from an accredited seminary. The dean shall serve with his current qualifications at the will of the State Congress until this special consideration has expired. Commencing 2006, anyone serving this State Congress as Dean shall possess a Master of Divinity degree from an accredited seminary and meet all other State Congress requirements (See Article VIII, Section 7). By-Laws

Article I. Meetings

Section 1. The annual session of the Congress shall meet beginning on Monday and ending on Friday before the third Lord's day in July. When there is a conflict with the time or the place or circumstances, the Executive Board upon the recommendation of the President shall reschedule the Congress otherwise.

Section 2. The Congress shall meet in its biannual sessions on the third Friday and Saturday in November.

Section 3. The Executive Board shall meet biannually on Monday before the third Lord's day in July and on the third Saturday in November.

Section 4. The President and Executive Board shall call the Congress into "special" session when it is deemed necessary.

Section 5. The Congress shall hold a School of Methods concurrently with its annual session in July.

Section 6. Other training sessions shall be held throughout the year in evangelism, missions, Church School, Vacation Bible School, Stewardship and any other areas of church training as the need arises and resources are available.

Section 7. The location of the annual session of the Congress shall be determined by the President based on the Congress' needs.

Article II. Doorway Fees (Registration Fees)

Section 1. The doorway fees shall be as follows:

Level I Unlimited Delegates (Only 20 Voting delegates) \$300.00

Level II 11 - 15 Delegates \$250.00

Level III 6 - 10 Delegates \$200.00

Level IV 1 - 5 Delegates \$150.00

Section 2. The Doorway Fee for individual registration shall be \$25.00 for any member of a Missionary Baptist Church for Saturday Conference and \$50.00 for the annual session.

Section 3. Any member of a Missionary Baptist Church shall become a life member of the Congress by paying \$500.00 or by paying installment payments of \$50.00 per year for 10 years.

Section 4. Each church, congress, convention or other auxiliary registering in the Congress shall pay an Annual Fee of \$50.00 for the Scholarship Fund.

Section 5. The churches, congresses and Sunday School Conventions shall register with the Congress at its biannual session (Board Meeting) in November with the amount of \$145.00.

Section 6. The individual Doorway Fee for the annual Board Meeting in November shall be \$20.00.

Article III. Oratorical Contest

Section 1. The Oratorical Contest shall be planned and implemented by a director who shall assemble a staff upon the approval of the President to assist in efficiently presenting the contestants at the biannual sessions.

Section 2. The Director shall devise adequate guidelines for distribution to potential contestants and select competent and unbiased judges. Each contestant shall be awarded for participation in the contest. Only three persons shall be judged to receive first, second or third place recognition as winners and shall be the recipient of scholarships or savings bonds in a monetary amount pre-determined by the Congress.

Article IV. Order of Exercise

Each annual session shall include appropriate devotional exercises, call to order, enrollment of delegates, preaching of the introductory sermon, appointment of committees, report of the Executive Board, a School of Methods, the President's Annual Address, election of officers, report of the Treasurer, report of committees and the reception of new churches.

Article V. By-Laws Modifications

Section 1. The By-Laws shall be modified or amended with a two-thirds vote of members present at any regular or special meeting.

Section 2. The Constitution and By-Laws of the Congress shall be in accordance with the policies and directives of the parent body, the Baptist E&M Convention of South Carolina.