

# **THE NATIONAL BAPTIST CONVENTION**

## **CONSTITUTION**

### **ARTICLE I: NAME**

This is the Constitution of an organization (hereinafter called “the Convention” of which the name shall be the “National Baptist Convention”).

### **ARTICLE II: DOCTRINAL BASIS**

1. The Convention recognises the Lord Jesus Christ, the Son of God, as the Head of His Church, and the Bible as the sole authority in all matters pertaining to Faith and to religious doctrine. Each Church has, under the guidance of the Holy Spirit, the liberty to interpret the teachings of the Bible and to administer the spiritual laws of the Bible.
2. In a given district, any group of Baptist churches which are in doctrinal harmony with the Convention are at liberty to form their own Association.
3. To encourage and assist in the establishment and maintenance of Sunday Bible Study, Baptist Training Programmes, Women’s Societies, Welfare organisation, and similar organizations as circumstances may require.
4. To provide loving and efficient care for those who are sick in body, mind or soul.
5. To afford opportunity for united action concerning matters affecting the Welfare of member churches in the Convention and to cultivate fellowship with all who love the Lord Jesus and to spread the Gospel by means of an Annual Assembly the publication of a regular periodical and other literature, and by such means as the Convention may adopt.
6. To confer with and to co-operate with other churches and organisations as occasion may arise.
7. To raise money by public or by private subscription, or by any other lawful means whatsoever, in order to enable the Convention to achieve its objects.
8. To assist in the founding and developing of Christian Bible Colleges and church buildings including Convention Centres.

## **ARTICLE IV: STATUTORY REQUIREMENTS**

Should it be necessary to amend this Constitution in order to comply with the provisions of the Welfare Organisations Act, No. 63 of 1966, any such amendments made solely for this purpose shall be made by a simple majority vote of Assembly as though it were an ordinary resolution.

## **ARTICLE V: MEMBERSHIP**

1. A distinction shall be drawn between “members” and “member churches”. A “member church” is a church that is a member of the Convention. A “member” is a member of a “member church” and it thereby *ispo facto* a member of the Convention, and hereinafter called “messengers.
2. Every organised Baptist Church shall be eligible to become and/or remain a member of the Convention provided that:-
  - a) In the reasonable opinion of the Convention that Church upholds the doctrines and objectives of the Convention and
  - b) It shall have paid its tithes fully up-to-date.
  - c) It shall have lodged with the Convention its current constitution that constitution being in a form acceptable to the Convention.
  - d) The Convention’s groupings of believers shall be classified as follows:
    - (i) A Cell Church shall be made up of 1 to 15 members.
    - (ii) A Preaching Point shall be made up of 16 to 30 members.
    - (iii) A Fellowship shall be made up of 31 to 50 members.
    - (iv) A Church shall be made up of 51 members and above.
3. A church shall, upon written application to the General Secretary become a member church, and be so enrolled, provided the National Executive is satisfied that the applicant is eligible to become a member church. In the event of an application being refused, the applicant may appeal through a member church to an Annual Assembly. Each member church shall furnish the General Secretary of the Convention with a permanent address to be known as its “Registered Address” and also submit an official email address.

4. a) No member church shall bear a name or names that resemble or resembles that of another member church or the Convention.
  - b) An aspiring member church can only be accepted into the Convention after forwarding an acceptable name.
  - c) The General Secretary shall write a member church or member churches with a name or names that resemble or resembles that of another member church or the Convention to ratify their name within six months of receiving notification.
  - d) Failure of a member church or churches to ratify their name or names shall lead to suspension or termination of their membership by an AGM.
5. a) No member church or churches shall run programmes that coincide or conflict with the Organisation's national programmes. Such action shall be regarded as indiscipline, consequently a written warning from the General Secretary shall be sent to the offending party or parties.
  - b) Repeated offenses may lead to suspension or termination of membership at a National or Special Assembly by a two thirds majority, after a recommendation of the National Executive or a motion by a member church or a messenger.
6. A member church shall cease to be a voting member church of the Convention:
  - a) If its tithes have been in arrears, either wholly or in part, for a period in excess of 180 days.
  - b) If a majority of not less than two thirds of the messengers present and voting at a duly convened Assembly shall vote to expel the member church from the Convention, either temporarily for such period and/or on such conditions as Assembly may deem to be appropriate, or permanently, provided that not less than 30 days advance notice of proposed resolution shall have been given to the member church in question.
7. Any *bona fide* and duly recognised member of a member church shall *ipso facto* be a member of the Convention, but a two thirds majority of the messengers present and voting at Assembly has the power to expel the member from the Convention, either temporarily for such a period and/or on such conditions as Assembly may deem to be appropriate, or permanently, provided that not less than 30 days advance notice of proposed resolution shall have been given to the church in question.

8. Violation by any member church or member churches of any article or articles of this constitution shall attract penalties as follows:
  - a) A written warning from the General Secretary.
  - b) Suspension by the National Assembly
  - c) Termination of membership by the National Assembly.

## **ARTICLE VI: AUTHORITY**

While independent and sovereign in its own sphere the Convention does not claim and will never attempt to exercise any authority whatsoever over any member church or over any other Baptist Church, Association or organisation, save for such authority as member churches or association or have conferred upon this Convention by joining this Convention and by thereby undertaking to uphold this Constitution.

## **ARTICLE VII**

1. Ultimate control of the affairs of the Convention shall be held by the duly convened Assembly of the Convention, whether the Assembly be an Annual Assembly or a Special Assembly.
2. The Annual Assembly shall be held at such time, date and place in Zimbabwe as the previous Annual Assembly shall determine.
3. A Special Assembly shall be held should the National Executive so decide or upon the written request of not less than one-third of the member churches of the Convention whose tithes are fully paid up. Upon receiving such requests or upon being so instructed by the National Executive the General Secretary of the Convention shall fix a date for the Special Assembly within 60 days and shall within 30 days post by prepaid registered letter to the Secretary of each member church of the Convention at its registered address a notice giving the time, date and place of the Special Assembly. Unless these two conditions are complied with a Special Assembly shall be deemed to be of no force and effect. The General Secretary shall retain, for not less than a year, the requisitions of member churches calling the meeting and the registered slips pertaining to notices calling the meeting, and representatives of member churches shall be entitled to inspect these.
4. Assembly shall be comprised of members (herein termed “messengers”) who are full and *bona fide* members of the member churches they represent.

5. Each member church shall be entitled to send her messengers to Assembly.
6. No member church may send her members to Assembly unless they shall have applied for Membership not less than 60 days before the date of the Assembly.
7. The Convention shall be primarily financed by tithes from member churches. Tithes are to be forwarded to the Treasurer monthly on or before the 14th of the following month. Such tithes including other agreed collections shall exclude income from benevolence funds, building funds, donor funds or special projects funds.
8. The Secretary of each member church shall, on or before the 31<sup>st</sup> December each year, send to the General Secretary of the Convention a report containing the following information:
  - a) The most up-to-date total number of members of the member church.
  - b) The most up to date list of members of the member church clearly stating their full names, gender, date of birth, marital status, contact phone number and email address.
  - c) The Church Leadership namely the Church Pastor, the Church Chairman, the Church Secretary and the Church Treasurer.
  - d) A general report on the work and condition of the member church for the year.
  - e) Confirmation that its constitution remains unaltered since the lodging of its constitution with the Convention or its previous report as may be: or, if altered provide particulars of the alteration or alterations.
  - f) A statement certified by the Church Chairman, the Church Secretary and the Church Treasurer confirming the income the member church received monthly from 1 January to 31 December of the latest financial year.
  - g) Failure to produce the requirements listed from a) to f) for two consecutive years without reasonable excuse in writing to the National Executive shall result in automatic suspension of the member church for a period of six months. The member church suspension shall only be lifted after producing all the lifted requirements a) to f) for the period in question.
  - h) The suspended member church shall lose membership status for failure to produce the listed requirements in a) to f) for a period of a year after suspension.

9. Assembly shall refuse to seat members from any member church that has failed to pay its tithes in full or which has failed to send in its report, unless Assembly shall by a two-thirds vote agree to seat them for the year.

10. Quorum

a) A quorum shall be the total number of the member churches with fully paid tithes multiplied by five, five being the vote of a paid up member; and representing not less than two thirds of the member churches with fully paid tithes.

b) In the event that a quorum is not present at an Annual Assembly the Annual Assembly shall be postponed to a time, date (being not within 30 days) and a place in Zimbabwe to be decided by a majority of those present. The General Secretary shall circulate to all member churches advising them of the time, date and place of the postponed Assembly and the Assembly shall be held at that time, date and place regardless of whether or not there is then a quorum present.

c) Should a quorum not be present at a Special Assembly that Special Assembly shall be deemed to be postponed till the next Annual Assembly.

11. Voting at Assembly shall be by show of hands unless Assembly shall decide that voting shall be by secret ballot. Voting shall be by simple majority, and, in the event of votes being equally divided, the resolution shall be deemed not to have been passed. The chairman of the Assembly shall have an ordinary vote but no additional casting vote, but he shall have a casting vote in respect of the election of office-bearers.

12. The proceedings of Assembly shall be regulated in accordance with the procedure laid down by F. H. Kerfoot, Parliamentary Law, (Broadman Press), save where such procedure is in conflict with the provisions of this Constitution shall prevail.

13. English shall be the official language used at the Assembly and in the records of the Convention, but the proceedings of Assembly shall be translated into Shona and Ndebele, if such is necessary.

## ARTICLE VIII: NOMINATING COMMITTEE

1. It is hereby recorded that there are two reasons for having a Nominating Committee.
  - a) In order to give all member churches a say in the election of the principal office-bearers of the Convention.
  - b) To save Assembly time in the election of office-bearers.
  
2. There shall be a Nominating Committee consisting of **one** accredited representative from each member church that has paid the full tithes and the vice-president who shall serve as chairman of the committee. If the vice-president is unable to attend the meeting, then one out of the National Executive Committee, in the order of priority given in paragraph 1 of Article IX shall attend the meeting in his place and stead. The vice-president or his substitute shall take chair at meetings and the Nominating Committee shall elect a secretary from amongst its members.

Observers are not allowed to attend the meetings of the Nominating Committee. Representatives who attend the first called meeting of the committee will constitute the membership of the committee for that year.

3. Unless Assembly shall otherwise decide, no member of the National Executive shall hold office unless he shall have been approved and proposed for nomination by the Nominating Committee.
  
4. The Nominating Committee shall nominate the candidates to be presented to Assembly for election to the National Executive save that Assembly should it so decide, may elect candidates other than those so nominated.
  
5. The Nominating Committee shall appoint the members of all boards; and committees established by the Convention, subject to the right of Assembly (whether Annual or Special) to overrule any such decision, or itself to make any such appointment should it so decide.

## **ARTICLE IX: NATIONAL EXECUTIVE**

1. The National Executive shall consist of, the President, Vice President, General Secretary, Assistant General Secretary, the Treasurer, the Evangelism and Church Planting Board Chairperson, the Training Board Chairperson, the Aid and Development Board Chairperson and three ordinary members, all of whom shall be members of the Convention.
2. All members of the National Executive shall be elected for a two-year term, but not exceeding a total of four consecutive years. Subject to the foregoing, every officer shall be eligible for re-election. The President, Vice President, General Secretary, Vice General Secretary and Treasurer shall serve a maximum of four terms after allowing a minimum break of one term in between two consecutive terms.
3. The National Executive and other office-bearers of the Convention shall be elected by Assembly by a ballot system or by show of hands as Assembly may decide. In the election of these office-bearers the person in the chair for the time being shall, in the event of there being an equality of votes have a casting in addition to his ordinary vote.
4. In the event of a vacancy or vacancies occurring in the National Executive between Assemblies, the National Executive shall have the power by a simple majority vote, itself to co-opt a member or members to fill the vacancy or vacancies temporarily until such time as an Annual or Special Assembly shall either confirm or reject the appointments.
5. Subject to the directors of Assembly and subject to the provisions of this Constitution, the National Executive shall have absolute power to conduct and manage the affairs and business of the Convention in such fashion as reasonably seems to it to be desirable.
6. The National Executive may remove and replace one or more of its own number, or other office, office holder member, personnel or employee of the Convention, by reason of; resignation, incapacity due to disease of mind or body, gross incompetence, dishonesty, failure to perform duties of office, absence from Zimbabwe, conduct or acts unbecoming to officers or employees of the Convention, conduct or any act or acts at variance with doctrines declared in this Constitution, or any other good and reasonable cause, save that any person so removed or replaced shall have a right to appeal to Assembly.
7. Assembly may, at its discretion from time to time, increase or decrease the number of members comprising the National Executive, at the same time determining the office or officer that the additional member or members shall hold



and titles that he or they shall bear, or determining the office that shall be abolished or left vacant.

8. A quorum, at any meeting of the National Executive shall be not less than seven members.
9. The President shall take the chair at any meeting of the National Executive. In his absence, one of the other members of the national Executive shall be chairman in the order of priority given in paragraph one (1) of this Article.
10. In the event of there being an equality of votes at any meeting, the chairman of this meeting shall have a casting vote in addition to his own ordinary vote.
11. Minutes shall be kept in a proper minute book. Such minutes shall record all resolutions passed and/or decisions made by the National Executive.
12. Specific duties of the National Executive shall include the following:-
  - a) To give effect to the objects of the Convention and the resolutions of Assemblies.
  - b) To act as the Finance Committee of the Convention.
  - c) To deal with all matters of discipline relating to the affairs of the Convention and (where requested to do so by the church concerned) relating to the affairs of a member church.
  - d) To hear and to try to remedy the grievances of members of the Convention.
  - e) To make a full report of its activities to the subsequent Annual Assembly.
13. Members of the National Executive, Board or Department members shall be entitled to reimbursement of their reasonable travelling expenses incurred *bona fide* and genuinely when on the business of the Convention.

## **ARTICLE X: BY-LAWS**

The National Executive or Assembly may make By-Laws which shall be followed in conducting the affairs of the Convention, provided that:-

- a) Such By-Laws shall be not on force or effect unless ratified by Assembly.
- b) For the ratification of any such By-Laws only a simple majority of those present and voting at any Assembly shall be necessary.

## **ARTICLE XI: COMMITTEE AND ASSOCIATE ORGANISATIONS**

1. Assembly and/or the National Executive shall have power to establish such boards and/or Committee as it may deem to be necessary to carry out the objects of the Convention and Assembly and/or the National Executive shall have power to delegate to such Boards and/or Committees such powers as Assembly and/or the National Executive may reasonably deem to be necessary.
2. Members of all such Committee and/or Boards shall be members of the Convention unless Assembly shall otherwise direct.
3. Subject to the provisions of this Constitution, the Convention may co-operate with, or enter into association with, any church or organisation that is not a member church in order to further the objects of the Convention.

## **ARTICLE XII: LEGAL STATUS**

1. The Convention shall be a body corporate with perpetual succession and may sue or be sued in the name "The National Baptist Convention".
2. The liability of members and of member churches of the Convention shall be limited to such liabilities as are clearly set out in this Constitution.
3. The Convention shall, through the Trustees have the power to acquire own, hold, dispose, take transfer of and transfer all movable and immovable property, whether presently held by it or to be acquired in future.
4. The Trustees of the Convention shall be the President, the General Secretary and the Treasurer and their successors in office. A Certificate under the hand of the General Secretary of the Convention shall for all purpose be deemed sufficient evidence of the appointment of the Trustees. All property of the Convention movable and immovable and of whatsoever kind and wheresoever situated shall be held on behalf of and for the benefit of the Convention by the Trustees. Any two Trustees may do any act or

execute any deed. No other document is required to carry out the direction of Assembly or of the National Executive. The Trustees shall be bound to make and conclude, and accept all such purchases, sales, investment leases subject always to the terms of the Constitution, or the Convention and in particular to acquire, sell, alienate, mortgage, or otherwise dispose of the assets of the Convention and also to recover all moneys, debts, goods and assets whatsoever due or belonging to the Convention, and to discharge any securities or investments as so directed by the Executive as aforesaid. During any vacancy in the office of the Trustees the remaining Trustees, or Trustee shall appoint alternate subject to the approval of the Executive. The Convention shall be empowered to act, through the Trustees, as Trustee for member churches, or other churches or associations if requested to do so by the organisation.

### **ARTICLE XIII: FINANCE**

1. The Convention shall accept all charitable offers from individuals or bodies that sympathise with its purpose and programmes.
2. The financial year of the Convention shall end on 31<sup>st</sup> December of each year.
3. An Auditor (who need not be a member of the Convention) registered as a public accountant in terms of the Accountants Act (Chapter 215) shall be appointed to audit the books, records, accounts and financial affairs of the Convention for each financial year. He shall prepare a Statement reflecting the financial affairs of the Convention and a Report thereon, and one copy of each shall be handed to the representatives of each member church at each Annual Assembly. Provided that if Congress and the National Executive are satisfied that the employment of such an auditor is not justified it may, subject to such conditions as it may determine, authorise the appointment of some other persons to audit the accounts.
4. The Auditor may be asked to attend and to address, but not to vote, at any meeting of the National Executive and of Assembly. He (as is also any voting member of the Assembly) is entitled to inspect all files and records of the Convention of any kind whatsoever, and he is entitled to circularise all members and all member churches of the Convention in any manner relating to finances.
5. Proper official receipts must be issued for all moneys received by the Convention. All moneys received must be paid into a proper account or accounts opened in the name of the Convention with one or more Banks, Building Societies, Post Office or other reputable institutions. Proper records must be kept of petty cash disbursements, and proper vouchers obtained and retained therefore, where possible, while any substantial payments made by the Convention shall be by cheques. The auditors shall determine from time to time the level in dollars and cents at which payment becomes

“substantial”. The National Executive shall from time to time determine who shall have signing powers in respect of such cheques.

#### **ARTICLE XIV: AMENDMENT OF CONSTITUTION**

This Constitution may, subject to the provision of Article IV, be amended in the manner following:-

- a) Proposed amendments shall be delivered to the General Secretary not less than 45 days before an Annual or a Special Assembly.
- b) The General Secretary shall within 30 days of receiving the proposed amendments post one or more copies by registered mail to every member church.
- c) The amendments must be adopted by not less than two-thirds of the members present and voting.
- d) Amendments of the proposed amendments shall be acceptable provided they relate to the same detail of this Constitution.

#### **ARTICLE IV: GENERAL**

1. Words in this Constitution denoting members of the male sex shall be deemed to include members of the female sex.
2. Copies of this Constitution shall be obtainable by member churches at approximately cost price from the General Secretary.

This Constitution was agreed on and passed at the National Baptist Convention Executive meeting held at Mzilikazi Baptist Church on 23<sup>rd</sup> February 1990.

It was amended at the National Baptist Convention Executive Meeting held at Mkoba Baptist Church on 19/20 October 1990.

It was further amended at the National Baptist Convention Special Assembly held at the Baptist Convention of Zimbabwe MK Home on 22 July 2017.

# **BY-LAWS**

## **BY-LAWS**

### **NATIONAL BAPTIST CONVENTION**

#### **BY-LAW I: OFFICERS**

##### **A. DUTIES**

###### **1. President**

- a) Presides over Assembly and meetings of the Executive Committee.
- b) Serves as a trustee of the Convention.
- c) Serves as a member of the Executive Committee.
- d) Shall be an ex-officio member of all committees, departments and boards.
- e) Shall represent the organisation locally and internationally where representation of the Convention is required.

###### **2. Vice-President**

- a) Is the Principal assistant to the President.
- b) In the unavoidable absence of the President or at his request, the Vice-President shall assume the duties of the President.
- c) Serves as a member of the Executive Committee.
- d) Serves as Chairman of the Conference Programme Committee.
- e) Serves as Chairman of the Nominating Committee.
- f) Perform other duties as the Assembly or Executive may direct.

###### **3. General Secretary**

- a) Shall be responsible for the official correspondence of the Convention.
- b) Shall be responsible for recording and keeping minutes of the business meetings of the Convention.

- c) Shall be responsible for informing Executive Committee members of meetings.
- d) Shall collect and preserve all records, correspondences, statistics and other documents of the Convention.
- e) Shall issue circulars containing the Agenda in consultation with the president for the convening of meetings of the Executive Committee.
- f) To enforce all decisions taken by the Executive Committee.
- g) To co-ordinate programmes.
- h) To draw a calendar of activities e.g. National Meetings, possible projects.
- i) Serves as a member of the Executive Committee.
- j) Perform such other duties as Assembly or Executive Committee may direct.
- k) Serves as a trustee of the Convention.

#### **4. Assistant General Secretary**

- a) Is the Principal Assistant to the General Secretary.
- b) In the unavoidable absence of the General Secretary or at his/her request, the Assistant General Secretary shall assume the duties of the General Secretary.
- c) Shall serve as the Convention statistician.
- d) Shall be responsible for recording minutes of all Convention Assemblies.
- e) Serves as an Executive Committee member.
- f) Serves as a Secretary of the Conference Programme Committee.

## 5. **Treasurer**

- a) Receives contributions, issues receipts and deposits the money in the bank, in the name of the Convention.
- b) Keeps an accurate record of all transactions according to proper and acceptable Bookkeeping or Accounting procedures.
- c) Presents up-to-date financial reports to the Executive Committee and the Assembly.
- d) Presents proposed annual budget to the Executive Committee and the Assembly.
- e) Serves as a member of the Executive Committee and Conference Programme Committee.
- f) Serves as a trustee of the Convention.
- g) Shall be an ex-officio member of the Stewardship Committee/department.

## 6. **Ordinary members**

- a) Shall serve as members of the Executive Committee.
- b) Perform such duties as the Assembly or Executive Committee may direct.

## B. **ELECTION**

1. Only members of member churches may be elected as officers.
2. The officers shall be nominated by the Nominating Committee with nominations from the floor of the Assembly being in order.
3. All officers may be elected once in two years by the Assembly except the President, General Secretary, Treasurer, Evangelism and Church Planting Co-ordinator, who shall be elected for a two-year term, but not exceeding a total of four consecutive years. Subject to the foregoing every officer shall be eligible for re-election.
4. Officers of the Convention shall be elected by Assembly by a ballot system or by show of hands as the Assembly may decide. The person in the chair at the time of



election of officers shall in the event of there being an equality of votes, have a casting vote in addition to his ordinary vote.

## **BY-LAW II: EXECUTIVE COMMITTEE**

### **A. COMPOSITION**

The Executive Committee shall be composed of eleven members i.e. President, Vice President, General Secretary, Assistant General Secretary, Treasurer, Evangelism and Church Planting Co-ordinator, Training Co-ordinator, Aid and Development Co-ordinator and three ordinary members.

### **B. ELECTION**

1. Only members of member churches shall be elected as members of the Executive Committee.
2. The Convention Officers are members of the Executive Committee by virtue of their office.
3. Ordinary members shall be nominated by the Nominating Committee with nominations from the floor being in order. They shall be elected for a two-year term by Assembly and may be re-elected, but may not serve more than four years.

### **C. PROVISION FOR VACANCY OR VACANCIES**

In the event of a vacancy or vacancies occurring in the Executive Committee between Assemblies, the Executive Committee shall have power by a simple majority vote, itself to co-opt a member or members to fill the vacancy or vacancies temporarily, until such time as an annual Assembly shall confirm or reject the appointment or appointments.

### **D. DUTIES**

1. To give effect to the objects of the Convention and the resolutions of Assembly.
2. To act as the Finance Committee of the Convention.
3. To deal with all matters of discipline relating to affairs of the Convention and where requested by the church concerned.

4. To hear and try to remedy the grievances of members of the Convention.
5. To make a full report of its activities to the subsequent Annual Assembly.

#### **E. MEETINGS**

1. The Executive Committee shall meet three times each year.
2. The President may call the Executive Committee into session at any time he may deem it to be necessary. The notice that calls a special meeting shall be dispatched at least fourteen (14) days prior to the meeting. The notice shall state the purpose of which the meeting is called, but in the event of matters arising not mentioned in the notice, the Executive may at its discretion deal with such matters.
3. A quorum at any meeting of the Executive Committee shall be not less than seven members.
4. In the event of there being an equality of votes at any meeting, the President of the meeting shall have a casting vote in addition to his ordinary vote.

### **BY-LAW III: STANDING COMMITTEES**

#### **A. ELECTION**

1. Only members of member churches may be elected to serve as members of Standing Committees.
2. Members of Standing Committees are nominated by the Nominating Committee and elected by the Annual Assembly.
3. The Executive Committee shall elect members to fill vacancies which occur in Standing Committees between Annual Assemblies.

## **B. NOMINATING COMMITTEE**

### **1. Composition**

- a) The Nominating Committee shall consist of one accredited representative from each member church that has paid full tithes.
- b) Representatives who attend the first meeting of the committee will constitute the membership of the committee for that year.

### **2. Committee Chairman**

- a) The Vice-President shall serve as the Chairman of the committee. If the Vice-President is unable to attend the meeting, then one out of the national Executive Committee in order of priority given in paragraph 1 of Article IX, shall chair the meeting in his stead and place.
- b) The duties of the Chairman shall be:
  - (i) To preside at meetings.
  - (ii) To assist the Committee Secretary in notifying all persons nominated seeking consent for their names to be submitted to Assembly.
  - (iii) To re-convene another meeting of the Nominating Committee in the event that any nominees decline the job they have been requested to accept.
  - (iv) Present names of nominees to the Assembly for approval or disapproval.

### **3. Committee Secretary**

- a) The Secretary shall be elected by the Nominating Committee from amongst its members.
- b) Duties of the Secretary shall be as follows:
  - (i) Records minutes of all meetings of the Nominating Committee.
  - (ii) Notify persons nominated seeking consent for their names to be submitted to Assembly.

#### **4. Meetings**

- a) The Nominating Committee shall meet approximately three months prior to the Annual Assembly.
- b) A second meeting shall be conducted during the Annual Assembly in the event of any nominee or nominees did not agree for their names to be put forward to Assembly.
- c) Observers are not allowed to attend the meeting of the Nominating Committee.

#### **5. Duties**

The Nominating Committee shall nominate to the Annual Assembly nominees for the following:

- a) Convention officers who will be in the Executive Committee.
- b) Members of Standing Committees, except designated in these By-Laws.
- c) Members of departments to replace members whose term has expired.

### **C. CONFERENCE PROGRAMME COMMITTEE**

#### **1. Composition**

- a) Vice-President who shall serve as Chairman.
- b) Assistant General Secretary who shall serve as Secretary.
- c) Treasurer
- d) Youth President or one representative from the youth.
- e) Baptist Women's Ministries President or one representative from the women.
- f) Baptist Men's Ministries President or one representative from the men.
- g) Baptist Children's Ministries Co-ordinator

## 2. Duties

- a) Establish the Theme for the Conference.
- b) Choose speakers to be invited.
- c) Propose registration fees.
- d) Present programme to the Executive Committee for approval.
- e) Ensure that all physical arrangements for the Conference are in order.
- f) Establish ad-hoc committees for the Conference e.g. Food Committee, Registration Committee, etc.

### **BY-LAW IV: AD-HOC COMMITTEES**

The Assembly or the Executive Committee shall name any ad-hoc committee deemed necessary. Such committee shall work until the completion of their assignment, unless discharged by the Assembly or the Executive Committee.

### **BY-LAW V: BOARDS**

- a) In the event of having institutions, each institution shall be governed by a Board.
- b) Regulations for the Board shall be as laid down in the constitution of each institution.