

**North Carolina Baptist Ushers' Convention**

**BY-LAWS**

Updated 2005

## **OFFICERS**

President  
First Vice President  
Second Vice President  
Third Vice President  
Fourth Vice President  
Dean  
Assistant Dean  
Recording Secretary  
Assistant Recording Secretary  
Parliamentarian  
Assistant Parliamentarian  
Coordinator

## **COMMITTEES**

WORSHIP  
PROGRAM  
REGISTRATION  
BY-LAWS  
MEMORIAL  
PUBLICITY  
FIRST-AID/NURSES AID  
HISTORICAL  
PROMOTIONAL (CONVENTION  
WAYS AND MEANS  
RESOLUTION  
BROCHURE  
SICK  
AWARDS

## **OTHER**

Financial Representative (GBSC Budget Meetings)  
REPORTER (*BAPTIST INFORMER*)

## **DUTIES OF THE OFFICERS**

### **PRESIDENT**

The President shall preside over the deliberation of the Convention, and discharge such other duties as are empowered upon him by the Convention. He shall appoint all Committees unless the Convention shall otherwise direct. He or she shall preside over all Executive Board meetings. In case of his/her death or inability, the Vice-President shall succeed to the office in the order of their rank.

### **FIRST VICE PRESIDENT**

The First Vice President shall preside over the Convention and all meetings pertaining to the Usher's Convention in the absence of, or at the request of the President.

### **SECOND VICE PRESIDENT**

The Second Vice President shall assist the President at the President's request and shall preside when requested by the President. He shall oversee the work of the Ways and Means Committee, and report his proposed work to the Executive Board.

### **THIRD VICE PRESIDENT**

The Third Vice President shall assist at the wishes of the President. He shall oversee the work of the Finance Committee and shall give a full report of all Financial Activities at the Executive Board Meeting.

#### FOURTH VICE PRESIDENT

The Fourth Vice President shall assist the President at his request. He shall serve as Director-General of all Annual and One-Day Sessions.

#### RECORDING SECRETARY

The Recording Secretary shall record and preserve the Proceedings of the Convention and send a copy of the minutes to the President of the Usher's Convention, one copy to the Secretary of the Executive Board, and the Executive Board of the General Baptist Convention.

#### ASSISTANT RECORDING SECRETARY

The Assistant Recording Secretary shall serve in the absence of the Recording Secretary, and shall be moved up in case of death or inability.

#### PARLIAMENTARIAN

The Parliamentarian shall see that the convention business meetings follow the Hiscox Guide and shall give point of clarification when necessary.

#### ASSISTANT PARLIMENTARIAN

The Assistant Parliamentarian shall serve in the absent of the Parliamentarian.

## DEAN AND ASSISTANT DEAN

The Dean shall be a minister who has knowledge of ushering or a layman who is an usher. Duties of the Dean and Assistant Dean: The Christian Education Committee will be composed of a Dean and two or three persons who will plan the Training Session.

## COORDINATOR

The coordinator shall be responsible for ushers to serve at Usher's State Convention and coordinate the banquet of the Usher's Convention.

## COMMITTEES

Members of the Usher's Convention shall serve on the following committees of the General Baptist State Convention: Budget, Executive Board (The President of the Usher Convention shall serve on the Executive Committee), Resolution, Nomination, and any other Committee, Board, or Departments that are currently and later assigned to the Convention and is indicated in the constitution of the General Baptist Convention.

## MEETINGS

The Executive Board shall meet four (4) times per year; one meeting preceding each Convention, one (1) meeting following each Convention. The meeting following the Convention shall be an evaluation of the Convention and to make plans for the next Convention. Each meeting shall be held on the Saturday before the first Sunday in the designated month.

**YOUTH  
DEPARTMENT**

## **OFFICERS**

President

First Vice President

Second Vice President

Third Vice President

Fourth Vice President

Recording Secretary

Assistant Recording Secretary

Supervisor

Assistant Supervisor

## **DUTIES OF THE YOUTH OFFICERS**

### **PRESIDENT**

The President shall have general oversight of all the work of the Convention. He or she shall preside at all meetings.

### **FIRST VICE PRESIDENT**

The First Vice President shall assist the President in any way and preside in their absence and oversee delinquency of members.

### **SECOND VICE PRESIDENT**

The Second Vice President shall assist the President at the President's request and shall preside when requested by the President and serve as Worship Chairman.

### **THIRD VICE PRESIDENT**

The Third Vice President shall assist at the wishes of the President and serve as Program Chairperson. They also should be responsible for planning special projects appointed by the President.

### **FOURTH VICE PRESIDENT**

The Fourth Vice President shall assist the President at his request, and be responsible for all announcements.

### **RECORDING SECRETARY**

The Recording Secretary shall record and preserve the proceedings of the Convention. He or She shall send one copy of the minutes to the Supervisor.



ASSISTANT RECORDING SECRETARY

The Assistant Recording Secretary shall serve in the absence of the Recording Secretary, and shall be moved up in case of death or inability of the Recording Secretary.

SUPERVISOR

The Supervisor shall have general oversight of the work of the Young People's Department. He or She shall coordinate and be in attendance for all of the meetings.

ASSISTANT SUPERVISOR

The Assistant Supervisor shall assist the supervisor at His or Her request and serve in His or Her absence.