

*UTAH/IDAHO
SOUTHERN
BAPTIST
CONVENTION*

CONSTITUTION



2011

CONSTITUTION
UTAH-IDAHO SOUTHERN BAPTIST CONVENTION

Revised: 10/2010

ARTICLE I - NAME

The name of this body shall be Utah-Idaho Southern Baptist Convention.

ARTICLE II - PURPOSE

This Convention shall provide an organization through which churches may cooperate in missionary, education, benevolent, inspirational and fellowship activities for the general advancement of the work of our Lord at home and abroad. It shall provide a channel for all contributed funds in keeping with the wish of the contributor and provide reasonable, available, and requested assistance to aid cooperating churches in fulfilling their local ministries.

ARTICLE III - MEMBERSHIP

Section 1. This Convention shall be composed of messengers elected and certified by Baptist churches, which are cooperative in spirit and financial support with this Convention and seated by this body.

Section 2. Each cooperative church shall be entitled to three (3) messengers and one (1) additional messenger for every fifty (50) resident members or major portion thereof, providing that no church may elect more than ten (10) messengers.

Section 3. Messengers from new churches may be seated at any annual convention session by three-fourths (3/4) vote of messengers present and seated. Cooperation is voluntary and any church may withdraw its cooperation at its discretion. However, withdrawal of cooperation disqualifies that church from seating convention messengers in accordance with Article III, Section 2.

ARTICLE IV - AUTHORITY

This Convention shall have no authority over the churches or associations and shall never presume to write or impose creeds.

ARTICLE V - OFFICERS AND DUTIES

Section 1. The officers of the Convention shall be President, First and Second Vice-Presidents, and Recording Secretary elected annually. Nominations shall be from the floor. The officers shall hold their office until their successors are installed at the close of the annual session. The president may succeed himself only once consecutively.

Section 2. The President shall be an ex-officio member of all boards and committees and shall perform such duties as are customarily imposed upon this office.

Section 3. The Recording Secretary shall keep a record of all proceedings of the sessions and shall prepare minutes for publication.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The general work of the Convention shall be committed to the Executive Board. It shall have power to act for the Convention in the interim between sessions, but shall not contravene action of the Convention taken at the regular session.

Section 2. The Executive Board shall consist of twenty-two (22) members, including the Convention officers. The Convention shall elect eighteen (18) members representing the constituency of the Convention. One-third (1/3) of these members shall be elected at the annual convention for a three (3) year term. After a member shall have served a three (3) year term, the member is eligible to be elected to a second three (3) year term. After the second three (3) year term, one three (3) year term shall elapse before he or she is eligible for re-election. The Convention shall annually elect members to fill all unexpired terms on the Board. (Not more than one (1) person from any given church shall serve on the Board, except that an elected officer of the of the Convention and a regular Board member may hold membership in the same church and serve on the Board concurrently. No person shall be nominated to serve on the Executive Board unless he or she is a member in good standing of a church which is affiliated with the Utah-Idaho Southern Baptist Convention and is giving to world missions through the Cooperative Program). No member of the Board shall hold any remunerative office under the (Southern Baptist) Convention or any of its agencies (with the exception to those receiving Church Growth Assistance and Language Pastoral Assistance).

Section 3. The Executive Board shall elect its own chairman and secretary and shall determine its own meeting places and dates. These meetings shall be open except in the case of executive session.

Section 4. The Executive Board shall employ an Executive Director/Treasurer for an indefinite term. The Executive Director/Treasurer shall serve as the official superintendent of all work of this Board, making full report of this work to the Board.

Section 5. The Executive Board shall appoint all employed personnel, establish policies, fix salaries, and determine the departments and fields of work for the accomplishment of the Convention's purposes.

Section 6. The Executive Board shall make a report to the Convention of its activities during the year. The Board shall have its report printed and ready for distribution at the first session of the Convention. Any recommendations from the Board shall be published thirty (30) days in advance of the Convention.

ARTICLE VII - AGENCIES AND INSTITUTIONS

Section 1. The Convention shall own and operate any agency or institution it deems necessary to fulfill the general purposes specified in Article II. Boards of these agencies or institutions shall report in the manner specified by the Executive Board of the Convention unless the Convention itself directs otherwise.

Section 2. No institution or agency shall be acquired without an approval of the Convention in two (2) successive annual conventions.

Section 3. No existing institution or agency of this Convention shall launch enterprises calling for expenditures of money apart from usual operating expenses until the same has been approved by the Executive Board.

ARTICLE VIII - MEETINGS

The Convention shall meet annually. Special sessions may be called by the Executive Board.

ARTICLE IX - AMENDMENTS

This Constitution may be changed or amended on the second day of any annual session of the Convention by a two-thirds (2/3) vote of the messengers, provided that notice of the proposed change shall have been published not less than thirty (30) days prior to the annual meeting.

BY-LAWS

Revised: 10/2010

ARTICLE I – RULES

- Section 1. The rules of order for the Convention shall be those given in “Robert’s Rules of Order, Revised.”
- Section 2. Visitors attending the Convention, who are members of cooperating churches, may be allowed all privileges of the session except to make motion and to vote.
- Section 3. One third (1/3) of the seated messengers shall constitute a quorum.
- Section 4. Members of the Executive Board shall attend at least one out of two meetings unless providentially hindered and, in such cases, notice shall be given to the Board. Two successive absences without notification shall give the Board the right to appoint a new member to replace the absent one to serve until the next session of the Convention.

ARTICLE II – COMMITTEES Section 1. Convention Committees: The newly-elected president and the first and second vice-presidents shall serve as a committee on committees and shall annually appoint the following committees in time to have the member's names included in the Convention Annual.

- (a) A **committee on nominations**, of not less than five members, exclusive of current Executive Board members, charged with the responsibility of selecting nominees for the Executive Board.
- (b) A **committee on order of business**.
- (c) A **committee on time, place, and preacher**.
- (d) A **committee on resolutions**.
- (e) A **committee on credentials** composed of five (5) members shall examine messengers of new churches applying for Convention affiliation and recommend Convention action toward them. When necessary, this committee may be authorized to examine messengers from affiliated churches whose seats are contested and recommend Convention action. Churches desiring affiliation with this Convention shall submit their Petitionary Letter no later than ninety (90) days prior to the Annual Convention meeting.
- (f) A **committee on constitution** composed of five (5) members who shall study the Convention’s Articles of Incorporation, Constitution and By-Laws, and shall receive and review proposed amendments committed to the committee and shall formulate whatever proposed amendments it may consider proper and shall report them to the Convention in the manner prescribed in the Articles of Incorporation, Constitution and By-Laws.
- (g) A **teller’s committee**

ARTICLE III - AMENDMENTS

Section 1. Amendments to the ARTICLES OF INCORPORATION, after approval by the Executive Board, will be presented to the Convention for approval, as specified in the said ARTICLES OF INCORPORATION. When a special meeting is required for this approval, no less than ten (10) days notice will be given to the churches of the Convention either in writing, or by whatever means the Executive Board deems wise. Messengers must be seated for this meeting.

BY-LAWS OF THE EXECUTIVE BOARD

ARTICLE I MEMBERSHIP

Revised 5/2004

Members: The Executive Board shall be composed of twenty-two (22) members, including the Convention officers. The Convention shall elect eighteen (18) members, equitably distributed within its geographical boundaries. Not more than one person from any given church shall serve on the Executive Board, except that an elected officer of the Convention and a regular board member may hold membership in the same church and may serve on the Board concurrently. No person shall be nominated to serve on the Executive Board unless he or she is a member in good standing of a church which is affiliated with the Utah-Idaho Southern Baptist Convention and is giving to world missions through the Cooperative Program. No member of the Board shall hold any remunerative office under the Southern Baptist Convention or any of its agencies.

Term of Office: Each member shall be elected for a three-year term except when elected to fill an unexpired term and except as hereinafter provided. New members shall be elected at the annual convention to fill expired terms. The term of the President of the State Convention, First and Second Vice-Presidents, and Recording Secretary of the State Convention shall be for such periods as they hold their respective offices or positions. After a member shall have served a three (3) year term, the member is eligible to be elected to a second three (3) year term. After the second three (3) year term, one three (3) year term shall elapse before he or she is eligible for re-election. An unexpired term will be considered as a full term. Membership on the Board shall cease when the member moves from the state, dies, or ceases to be in co-operating fellowship with the Association in which he resides and/or the State Convention. In case a member moves from one association to another within the State Convention boundaries he shall be eligible to serve until his successor is elected at the next annual meeting of the Convention. Membership on the Board will automatically be terminated when a member is absent for two (2) consecutive meetings of the Board, unless the Board votes to excuse the absence for good and sufficient reasons.

Method of Election: Members of the Board shall be elected by the Convention in annual session. The Nominating Committee of the Convention shall bring nominations for all vacancies. The Nominating Committee shall select persons from each geographical area of the State Convention, giving consideration to the items in the foregoing paragraphs.

ARTICLE II FUNCTIONS

1. The Executive Board shall organize itself to carry out the work of the Convention as committed to it.
2. The Executive Board shall have the following special assignments.
 - a. Act for the Convention in the interim between annual meetings but shall not contravene action of the Convention taken at its regular session.
 - b. Have full charge of all Convention loan funds.
 - c. Make an annual estimate of the needs of the work supported by the Convention and fix state objectives for all causes.
 - d. Provide for the current financial support in the operation and maintenance of the work of the Convention.
 - e. Employ an Executive Director/Treasurer for an indefinite term. The Executive Director/Treasurer will serve as the official superintendent of all work of the Board and shall give general supervision of all

- departments of work, making full report to the Board. The Executive Director/Treasurer shall be a non-voting member of all committees of the Executive Board and shall have freedom to appoint persons to serve with him or on his behalf, when needful, or when it seems wise to him to do so
- f. In council with the Executive Director/Treasurer, employ all professional staff members and such agents and employees as are found necessary to carry out the Convention work.
 - g. Fix salaries and determine the departments and field of work for the accomplishment of the Convention's purpose.
 - h. Make an annual report to the Convention of its activities. The Board shall have its report printed and ready for distribution at the first session of the Convention. Any recommendation from the Board shall be published thirty (30) days in advance of the Convention.

ARTICLE III OFFICERS

Revised 10/2010

1. The officers of the Executive Board shall be Chairman, Vice Chairman, and Recording Secretary.
2. Chairman: The Executive Board shall elect its own chairman who shall preside at all Board meetings, and shall exercise all powers, duties, and functions incident to his office. He shall upon vote of the Board, and in consultation with the Executive Director/Treasurer, execute deeds, mortgages, and contracts relating to the purchase, sale, and encumbering of real property. He shall appoint all committee members within thirty days following the State Convention and notify them accordingly. He shall be an ex-officio member of all committees.
3. Vice Chairman: The Executive Board shall elect its own vice chairman who shall preside at all Board meetings and shall assist the Chairman in the performance of his duties and, in his absence or disability, shall perform the duties of the Chairman, including the execution of deeds, mortgages, and contracts relating to the purchase, sale, and encumbering of real property, and shall perform all such further duties as may be prescribed by the Executive Board. He shall be an ex-officio member of all committees.
4. Recording Secretary: The Executive Board shall elect its own recording secretary. It shall be the duty of the Recording Secretary to record the minutes of all meetings and to perform such duties as may be prescribed by the Board.
5. The Chairman, Vice-Chairman, and the Recording Secretary shall serve as trustees of the State Convention.
6. Should any of the above-named Executive Board offices become vacant due to the death, resignation, or incapacity of the officer, the Executive Board may appoint a Board member to complete the unexpired term, with the elected officers of the UISBC to be given priority in filling vacant offices.
7. The Board will elect the persons to fill these offices at the conclusion of the fall meeting of the Executive Board.

**ARTICLE IV
MEETINGS**

1. The Executive Board shall meet three (3) times annually, one of which shall be immediately following the annual meeting of the Convention. Regular meetings shall be calendared in May and September, if possible. Special meetings of the Board may be called by the Chairman of the Board or by the Executive Director/Treasurer as necessary. The Convention will pay expenses for all meetings of the Board, except the post-convention meeting, according to the rates prescribed by the Board.
2. Regular meetings of the Board shall be held at a member church of the Utah-Idaho SBC. Said church will be selected and scheduled by the Administrative Committee. The location will be communicated as soon as possible, but no later than the last session of the previous Executive Board meeting."
3. No regular meeting shall be changed in date, time, or place after the last session of the previous meeting.
4. When questions and matters for decisions arise which require Board action and a special meeting cannot be conveniently called, or if called and there is not a quorum present, the Executive Board members shall be polled by the Executive Director/Treasurer, and then vote secured in writing. In all instances, it shall require the affirmative vote of not less than a majority of the Board members before the action shall become effective, and report thereof shall be made at the next meeting of the Board and recorded in the minutes.
5. Notice of regular meetings shall be sent by the Executive Director/Treasurer in writing at least ten (10) days in advance. Where the notice is of a special called meeting, the purpose shall be briefly stated, unless of a confidential nature.
6. Roberts Rules of Order Revised, as applicable, shall be followed when Rules of Order are needed.

**ARTICLE V
VOTING AND VACANCIES**

Revised: 11/05

1. Each member shall have one vote. Proxies shall not be permitted.
2. Should any office on the Board become vacant, the vacancy shall be filled by election from the Board.
3. Should any member of the board become unable to fulfill their term, the vacancy shall be filled by an election by the board as recommended by the Program Committee.
4. A majority of the members of the Executive Board shall constitute a quorum.

**ARTICLE VI
COMMITTEES**

Revised: 9/2010

There shall be the following standing committees, namely: Administrative, Budget/Finance, Convention Properties/Loans, and Program. The members of these committees shall be appointed by the Chairman of the Board, within 30 days following the conclusion of the annual meeting. The standing committees shall elect the person to chair those committees for the following year at the September Board Meeting. These subcommittees shall also be entitled to elect subcommittees from their own members. Such subcommittees shall be responsible and report to the committee which appoints them. The Executive Director/Treasurer shall be an ex-officio member of all committees.

ADMINISTRATIVE COMMITTEE

The Administrative Committee shall be composed of the following persons: Chairman of the Executive Board (who shall also serve as chairman), Vice-chairman and the Chairmen of the Budget/Finance, Property/Loans and Program committees and from the convention, the Convention President, 1st Vice-President, 2nd Vice-President and the Recording Secretary

DUTIES

1. To function between meetings of the Executive Board.
2. To give general direction to the operations of the Executive Board.
3. To give consideration to job descriptions, salary increases, and make recommendations to the Executive Board for employment of Convention staff.
4. To assure that all recommendations to the Executive Board and to the State Convention are in keeping with the Constitution and By-Laws, and board policy, and to make recommendations regarding changes in the official documents of both Utah-Idaho SBC and the Executive Board.
5. To serve as liaison between the Utah-Idaho SBC and other Baptist groups in denominational relationships.
6. To evaluate and recommend to the Executive Board all proposals related to program expansion and organization, and to the establishment of new programs of the Utah-Idaho SBC.
7. To relate to GuideStone of the Southern Baptist Convention in providing retirement and annuity benefits for convention staff, pastors and other church workers related to the Utah-Idaho SBC.
8. To review legal matters related to Utah-Idaho SBC as needed.
9. To accept the responsibility of other matters not assigned to other committees of the Executive Board.
10. Note: This committee does not have veto power over recommendations from the committees unless they violate the Constitution.

BUDGET/FINANCE COMMITTEE

The Budget/Finance Committee shall be composed of eight (8) members, including the First Vice-President of the Convention. The First Vice-President shall not serve as chairman of the committee.

DUTIES

1. To serve as the budget planning and budget control committee of the Executive Board, and to recommend the annual budget of the Utah-Idaho SBC to the Executive Board.
2. To examine the audit of Utah-Idaho SBC and report on such to the Executive Board.
3. To consider all requests for expenditures not included in the budget and/or previously approved by the Executive Board.
4. To assure that the financial plan of Utah-Idaho SBC is followed in budget planning and adoption.
5. To receive and evaluate all budget requests for Utah-Idaho SBC funds, including special campaigns and offerings.
6. To review and propose to the Executive Board the percentage of Cooperative Program participation for the coming year.
7. To accept other responsibilities as assigned by the Executive Board.
8. To evaluate the Emergency Fund on an annual basis to assure its proper funding
9. To report committee actions and recommendations to the Administrative Committee.

PROPERTIES/LOANS COMMITTEE

Revised 10/2010

The Convention Properties/Loans Committee shall be composed of five (5) persons, including the Recording Secretary. The Recording Secretary shall not serve as chairman of the committee.

DUTIES

1. To study the needs for properties of the programs of Utah-Idaho SBC and to make recommendations to the Executive Board regarding acquisition of new property, the sale of Utah-Idaho SBC owned property, the construction of new buildings and the major remodeling or repairing of existing buildings, property and equipment.
2. To propose necessary budget requests mandated by property matters to the Budget/Finance Committee for recommendation to the Executive Board.
3. To assure that all legal requirements are met regarding equipment of Utah-Idaho SBC
4. To assure proper maintenance of all properties and equipment of Utah-Idaho SBC.

5. To approve/disapprove all applications for loans in accordance with the policies of the Executive Board, making full report of such actions to the Board at its next scheduled meeting. In the case of an exception to the policy, a recommendation will be made to the Administrative Committee for action by the Executive Board. The committee chair will inform the applicant with an approval or denial of loan request in a timely manner
6. To recommend necessary changes in the policies of the Executive Board related to loans and grants to the Administrative Committee for action by the Executive Board.
7. To accept other responsibilities as assigned by the Executive Board.
8. To report committee actions and recommendations to the Administrative Committee.

PROGRAM COMMITTEE

Revised 5/2010

The Program Committee shall be composed of five (5) members, including the 2nd Vice-President of the Convention. The Second Vice-President shall not serve as chairman of the Committee.

DUTIES

1. To review with the Executive Director/Treasurer the programs of work under the direction of the Executive Board and to bring to the attention of the Administrative Committee needs not met by existing programs.
2. To hear requests, set goals, and recommend allocations and methods of promotion of the State Mission Offering, to be recommended to the Budget/Finance Committee for action by the Executive Board.
3. In consultation with the State Director of Missions, review and approve Congregational Assistance disbursements. Such actions shall be reported to the Board at the next scheduled meeting of the Board.
4. To review the Long-Range goals and planning process and present an annual progress report to the Executive Board.
5. Should any member of the board become unable to fulfill their term, the vacancy shall be filled by an election by the board as recommended by the Program Committee.
6. To nominate personnel for special committees established during the year as requested.
7. To review recommendations adopted by Utah-Idaho SBC in its annual meeting business sessions, and recommend a committee assignment for the item in question, or suggest appointment of a separate committee to the Administrative Committee for presentation to the Executive Board.
8. To accept other responsibilities as assigned by the Executive Board.
9. To report committee actions and recommendations to the Administrative Committee.

**ARTICLE VII
BUSINESS AND FINANCIAL PLAN**

The Business and Financial Plan of the Convention shall be binding upon this Board and is hereby made a part of these By-Laws as follows:

FINANCIAL PLAN

Revised 5/1997

CONVENTION BUDGET:

1. Each department or phase of work supported by the Utah-Idaho SBC from Cooperative Program funds shall submit to the Budget/Finance Committee, for its consideration and recommendation to the Executive Board, an itemized estimate and budget of its expected expenditures for the next fiscal year, according to the policy of the Board for making operating budgets.
2. The Board shall recommend to the Convention a Cooperative Program Budget considering the total Cooperative Program income for the previous year, which shall consist of all the budgets of all departments and non-departmental expenditures which have been submitted to the Executive Board and approved by it, and said Board shall recommend the percentage of Utah-Idaho SBC and Southern Baptist Convention funds proposed for each.

OPERATION BUDGETS:

1. Convention Expense: The Executive Board shall recommend to the Convention all non-departmental budgets which shall include all expenses of the Convention not included in the departmental budgets.
2. The Executive Board may recommend to the Convention the use of funds derived from the State Mission Offering for promotion and general work of the Convention.

**ARTICLE VIII
FISCAL YEAR**

The Fiscal Year of the Board shall be from January 1 through December 31.

**ARTICLE IX
AMENDMENTS**

These By-Laws may be amended by the vote of two-thirds of the Board members present at any meeting, providing that such change shall have been publicized to all Board members at least two (2) weeks in advance of the time when such change is to be considered.

**Committee Guidelines
of
Utah-Idaho Southern Baptist Convention**

Revised: 10/2010

ARTICLE II - COMMITTEES Section 1. Convention Committees: The newly-elected president and the first and second vice-presidents shall serve as a committee on committees and shall annually appoint the following committees in time to have the member's names included in the Convention Annual.

- (a) A **committee on nominations**, of not less than five members, exclusive of current Executive Board members, charged with the responsibility of selecting nominees for the Executive Board.
- (b) A **committee on order of business**.
- (c) A **committee on time, place, and preacher**.
- (d) A **committee on resolutions**.
- (e) A **committee on credentials** composed of five (5) members shall examine messengers of new churches applying for Convention affiliation and recommend Convention action toward them. When necessary, this committee may be authorized to examine messengers from affiliated churches whose seats are contested and recommend Convention action. Churches desiring affiliation with this Convention shall submit their Petitionary Letter no later than ninety (90) days prior to the Annual Convention meeting.
- (f) A **committee on constitution** composed of five (5) members who shall study the Convention's Articles of Incorporation, Constitution and By-Laws, and shall receive and review proposed amendments committed to the committee and shall formulate whatever proposed amendments it may consider proper and shall report them to the Convention in the manner prescribed in the Articles of Incorporation, Constitution and By-Laws.
- (g) A **teller's committee**

The following state the guidelines and duties of the above committees:

COMMITTEE ON NOMINATIONS

Responsibilities:

Revised 6/5/2003

The Committee on Nominations shall consist of at least five members not currently serving on the UISBC Executive Board. They shall select nominees for the Utah-Idaho State Convention Executive Board and nominees for the Utah-Idaho Southern Baptist Foundation and present those nominees to the Convention at the Annual Meeting.

Guidelines:

1. All nominees must have resided in the state convention, for at least one (1) year, immediately prior to their nomination.
2. Those selected for nomination must be active members in their local church, and if possible, their association.
3. Nominees that are selected should demonstrate some qualities of leadership in their vocational and/or church setting.
4. Those considered for nomination may be pastors, church staff members, or laity. (See the Constitution Article VI Section 2.) "The Executive Board shall consist of twenty-two (22) members, including the Convention officers. The Convention shall elect eighteen (18) members representing the constituency of the Convention. One-third (1/3) of these members shall be elected at the annual convention for a three (3) year term. After a member shall have served a three (3) year term, the member is eligible to be elected to a second three (3) year term. After the second three (3) year term, one three (3) year term shall elapse before he or she is eligible for re-election. The Convention

shall annually elect members to fill all unexpired terms on the Board. (not more than one (1) person from any given church shall serve on the Board, except that an elected officer of the Convention and serve on the Board concurrently. No person shall be nominated to serve on the Executive Board unless he or she is a member in good standing of a church which is affiliated with the Utah-Idaho Southern Baptist Convention and is giving to world missions through the Cooperative Program). No member of the Board shall hold any remunerative office under the (Southern Baptist) Convention or any of its agencies (with the exception to those receiving Church Growth Assistance and Language Pastoral Assistance).

5. The Executive Board guidelines strongly support the policy that each geographical area of our convention should be represented on the Board. This does not mean that every association has to have representation. In the event that an association does not have anyone who is qualified to serve, in the opinion of the Committee on Nominations, they do not have an obligation to have a person from THAT association for THAT particular year. Because our churches and ministries serve in the large two-state area of Utah and Idaho, Executive Board membership distribution should be based on geographical considerations and not necessarily associational concerns.
6. The Committee On Nominations should work from the premise that Executive Board membership is a position of service and labor on behalf of the churches and membership of the UISBC, and not necessarily based on a position of honor. Some potential nominees may possess longevity in the convention, and the respect that goes with the longevity. Those qualities are to be commended in any person; but those qualities alone do not necessarily form a solid basis for selection and nomination.
7. The Committee on Nominations should have at least TWO meetings in order to pray, consider the appropriate nominees, and prepare their report that will be presented to the Convention at the Annual meeting. The Chairman of the Committee On Nominations is charged with the responsibility to call and facilitate the two meetings.

GUIDELINES FOR TIME/PLACE/PREACHER COMMITTEE

Revised: 10/2010

TIME:

Since 2001, the time has remained the same; namely, the Tuesday and Wednesday of the last full week of October. There are five sessions, beginning in the afternoon of Tuesday and concluding on Wednesday evening. Area churches are encouraged to dismiss Wednesday evening services in order to participate in the closing session of the convention.

PLACE:

Individual churches will request the convention to use their building, and the committee determines the practicality of the request based on location of the building, auditorium size, and comfort facilities; the availability of adequate display space for a bookstore and materials; simultaneous meeting such as WMU, Women's Ministry, Pastors Conference, and Committee Meetings; and proximity to restaurants. (The convention has rotated between the three largest cities in the convention; namely, Salt Lake City, Idaho Falls, and Boise. This has been largely due to their access to airports and motel/restaurant facilities.)

PREACHER:

A preacher is selected to preach the convention message. This is normally a pastor who has been in the convention for one year or more, who is a strong Baptist and who is in sympathy with the plans, dreams, and activities of the State Convention.

GUIDELINES FOR THE RESOLUTIONS COMMITTEE

Revised 9/11/02

Resolutions of courtesy should originate from the Resolutions Committee.

Resolutions should be called for at the opening of the convention to be directed to the Resolutions Committee. Representatives may present resolutions to the recording secretary for direction to the Resolution Committee or may present them directly to the committee chair.

The Resolutions Committee should consider the appropriateness of each resolution presenting all appropriate resolutions to the convention at the designated time.

Other than the resolutions of courtesy the Resolutions Committee is under no obligation to initiate resolutions except as exercising their own prerogative as a messenger and representative of their church.

**CREDENTIALS COMMITTEE
GUIDELINES AND DUTIES**

Revised 10/2010

1. The Credentials Committee shall examine each petitioning church and their documentation concerning their eligibility for recognition of the seating of its messengers to the Utah-Idaho Southern Baptist Convention.
2. The petitioning church shall be in agreement with the Constitution of the Utah-Idaho Southern Baptist Convention.
3. The doctrinal stance of the petitioning church shall be in agreement with the current Baptist Faith and Message.
4. The Credentials Committee will be responsible for publishing the names of petitioning churches at least thirty (30) days prior to the annual meeting.
5. The Credentials Committee will interview the Director of Missions, moderator of the association, and sponsoring church, if applicable, of the petitioning church.
6. If there is any proven accusation of doctrinal deviation, said church should not be recommended for recognition by this committee.
7. All accusations shall be presented to the chairman of this committee at least 45 days before the convening of this committee during the annual convention.

8. The church shall submit a petitionary letter to the Utah-Idaho Southern Baptist Convention 90 days before the annual convention.
9. Evidence of mission contributions, with approved church budget and documentation such as church constitution and by-laws, and articles of incorporation shall be in the hands of this committee 45 days before the annual convention.

**Application Guidelines for
Utah-Idaho Southern Baptist Convention
Membership**

Submit a petitionary letter to the Utah-Idaho Southern Baptist Convention.

In addition the following information shall be in the hands of the credentials committee 45 days before annual conventions.

- Evidence of mission contributions
- Approved church budget
- Church constitution and bylaws
- Copy of articles of incorporation
- Recommendation letter from the association

This information can be sent to the convention office, P.O. Box 1347, Draper, Utah 84020, and we will in turn send it to the credentials committee

**CONSTITUTION COMMITTEE
GUIDELINES AND DUTIES**

Revised: 10/2010

The Constitution Committee shall:

- a. Review the Convention's existing Articles of Incorporation, Constitution and By-Laws;
- b. Draft and propose amendments to any of the above documents, based on needs revealed by the committee's own review and/or suggestions for amendments from non-committee members which the committee feels are valid and necessary;
- c. Receive and review any proposed amendments and made recommendations to the Convention concerning any proposed amendments. The Committee shall ensure that required notice of any proposed amendments has been given. The committee may not prevent discussion of any amendment which is properly before the Convention, but the committee shall be expected to make a recommendation to the Convention of the necessity for, and the anticipated impact of, any proposed amendment, whether the proposed amendment originated with the committee or not.

Amendment Procedures:

- a. **Articles of Incorporation:** The Convention is a Utah non-profit corporation; therefore, amendments to the Articles of Incorporation must comply with the amendment procedure in the Articles of Incorporation and also with Utah law governing the amendment of Articles of Incorporation, Utah Code Annotated 1953 #16-6-50, as amended. Current Utah law requires that amendments must, at minimum, be approved by the Executive Board and then presented to the Convention for vote at a regular or special meeting for which messengers are seated. At least ten (10) days notice must be given of any Convention meeting before the Articles of Incorporation may be amended, and the amendment(s) must be approved by at least two-thirds of the members present and voting.
- b. **Constitution:** The Convention Constitution, by its own terms, may only be amended on the second day of an annual session of the Convention. Notice of the proposed amendment must be published at least thirty (30) days prior to the annual meeting. Any amendment requires the approval of two-thirds of the seated messengers.
- c. **By-Laws:** The Convention By-Laws may only be amended on the second day of an annual session of the Convention. Notice of the proposed amendment must be published at least thirty (30) days prior to the annual meeting. Any amendment requires the approval of two-thirds of the seated messengers.

COMMITTEE ON ORDER OF BUSINESS

This committee functions as the Program Committee to set the order of business for the annual meetings of the Utah-Idaho Southern Baptist Convention. It consists of the convention officers: President, First Vice President, Second Vice President, and Recording Secretary. And, the officers of the Executive Board: Chairman, Vice Chairman, Recording Secretary and the Executive Director/Treasurer of Utah-Idaho Southern Baptist Convention.

TELLER COMMITTEE

10/2010

Responsibilities:

The Teller committee shall be composed of at least four (4) members. They will meet prior to the Annual Meeting to receive instructions, assign tasks, and select a chairperson. The committee will remain active throughout the duration of the meeting. A Chairman shall be selected by the committee members or may be appointed by the Convention President. The committee shall be charged with the following:

- Being present during all business sessions.
- Counting all votes (ballot, rising, voice, etc.) when the voting is too close for the moderator to declare an obvious result.
- Prepare a *Teller Sheet and Report* for all counted votes.
- Assist in the registration and validation of Convention Messengers.
- Monitor and provide for the distribution of ballots, program, Book of Reports, Annual, and any other Convention materials that need to be provided to the Messengers.
- Other duties as set forth by the presiding officer or the convention messengers.