

# **Constitution**

**NATIONAL CHURCH CONFERENCE OF THE BLIND (NCCB)**

**Revised and Adopted August 15, 2021**

## **Article I: Name**

**The name of this organization shall be the National Church Conference of the Blind (hereinafter abbreviated as NCCB).**

## **Article II: General Purposes**

**The general purposes of the NCCB shall be**

**A. to provide an annual Bible fellowship conference for a united Christian witness among the blind.**

**B. to foster the spirit of Christian living and service among the blind by way of an effective testimony.**

**C. to advance Christian service opportunities for the blind in local churches and church agencies.**

**D. to awaken the active concern of churches and church agencies to the objectives of the conference and to seek their cooperation in carrying out its ministry.**

## **Article III: Membership**

**Section 1. Membership in this organization shall be comprised of blind and sighted persons who walk by the Spirit of Christ (Galatians 5:16), who agree with the NCCB's current statement of faith, and who endorse the objectives and purposes of the NCCB.**

### **Section 2. Honorary Members**

**Honorary membership may be given to individuals at the discretion of the board of directors.**

### **Section 3. Associate Fellowships**

**A. Definition:** An associate fellowship shall be any Christian group of blind and sighted people who, through their local organization, seek to promote spiritual growth and Christian fellowship among the blind, who are endeavoring to provide Christian literature through special media, and who seek to bring about better understanding and closer cooperation between the blind and local churches.

#### **B. Qualifications:**

**1. At least two members of the associate fellowship must be members of the NCCB.**

**2. The associate fellowship must hold ideas and purposes similar to those of the NCCB.**

**3. The associate fellowship must pay dues annually to the NCCB in the amount of \$50.00. Any changes in this required amount of dues must first be recommended by the NCCB board of directors and brought to the conference for final approval.**

**4. Any local organization of the blind desiring an associate fellowship in the NCCB shall make its request known in writing to the board of directors. Upon recommendation by the board and acceptance by the general membership, a copy of the organization's constitution or statement of ministry shall be submitted to the recording secretary of the NCCB.**

### **Article IV: Officers and Their Duties**

#### **Section 1. General Officers**

**The general officers of the conference shall be the president, vice president, recording secretary, membership secretary, and treasurer.**

#### **Duties:**

**A. President:** It shall be the duty of the president to act as chairman of the conference, to preside over the annual meeting, and to preside over all NCCB board meetings. The president shall be the chairman of the board.

**B. Vice President:** It shall be the duty of the vice president to assist the president, as needed or requested, and to preside in the absence of the president.

**C. Recording Secretary:** The recording secretary shall be responsible for keeping the records of the conference and shall record and keep permanent records of the matters of business. The recording secretary shall act as secretary of the board of directors and shall be in charge of all records and documents of the conference.

**D. Membership Secretary:** The membership secretary shall be in charge of the annual registration and all other associated duties. The membership secretary shall keep the permanent roll of membership and shall furnish a copy of the updated roll to each member after the close of the annual business meeting.

**E. Treasurer:** It shall be the duty of the treasurer to receive all money and to disburse the same. The treasurer shall settle accounts promptly when authorized by the board of directors or when voted by the conference. The treasurer shall give a full report of the finances of the conference at each business meeting. The treasurer's books shall be audited annually by a qualified accountant.

## **Section 2. Representatives**

The board of representatives shall be comprised of six members, chosen from the membership of the conference. They shall be divided into three groups and their terms of office shall be so arranged that only two are elected for a full term each year. The representatives

**shall sit in council with the general officers and help in the managing of the conference.**

## **Article V: Board of Directors**

**There shall be a board of directors comprised of the five general officers and the six representatives. The following shall be their constituted duties:**

**Section 1. They shall hold at least one board meeting each year, at the time of the annual conference. Whether by phone, technology, or in person, they shall hold as many other meetings during the year as they deem necessary to carry on the work of the conference. The president shall be the chairman of the board.**

**Section 2. The board of directors shall constitute the program committee of the conference and shall have the authority to appoint such committees as they deem necessary for an effective program and management of the conference.**

**Section 3. At each annual meeting the board of directors shall present to the NCCB the time and place chosen for the next annual conference.**

**Section 4. The board of directors shall have the responsibility of making an estimate of the financial needs of the conference for each ensuing year and shall do so in the form of a budget.**

**Section 5. The board of directors shall have the responsibility of developing plans for financing the conference and shall be in charge of promoting the same. All such plans for financing must first be brought before the conference in its regular business meeting for approval by the membership.**

## **Article VI: Election of Officers and their Terms of Office**

**The officers of the conference shall be elected on the last day of the annual meeting. A majority vote of the members present and voting shall constitute an election. A single nominee may be elected by acclamation.**

### **Section 1. Term of Office**

**The term of office shall extend from the adjournment of one annual meeting through the successive annual meeting or as specified in each case.**

**A. President: The president shall be elected for a two-year term and may serve more than two consecutive terms.**

**B. Vice President: The vice president shall be elected for a two-year term and may serve more than two consecutive terms.**

**C. The recording secretary shall be elected for a three-year term and may be eligible for re-election.**

**D. Membership Secretary: The membership secretary shall be elected for a three-year term and may be eligible for re-election.**

**E. Treasurer: The treasurer shall be elected for a three-year term and may serve more than three consecutive terms.**

**F. Representatives: The six representatives shall be elected for three-year terms. Their terms of office shall be so arranged that only two are elected each year for a full term. No representative may serve more than one term without one year intervening.**

### **Section 2. Resignation of an Officer or Representative**

**If for any reason an officer or representative is unable or unwilling to complete his/her term, the board of directors shall appoint a member of the NCCB to serve for the remainder of the term. Alternatively, the**

**board may choose to leave the position vacant until the next annual meeting of the NCCB.**

### **Section 3. Disciplinary Procedures**

**In the event that an officer or representative has engaged in behavior deemed inappropriate according to the principles of Scripture and the constitution and bylaws of the NCCB, that person shall be asked to resign immediately, and the board shall appoint a member of the NCCB to fill the position. Furthermore, a person engaging in such behavior shall not be eligible to serve on the board of directors for at least three consecutive years. At the end of that time, the person shall be eligible, upon majority approval of the board of directors, to be nominated as a representative. If there is a second occurrence of inappropriate behavior, that person shall permanently lose the privilege of serving on the board of directors of the NCCB.**

### **Article VII: Nominating Committee**

**Section 1. The general officers of the conference shall act as a nominating committee, presenting to the conference, annually, nominations for the board of representatives.**

**Section 2. The representatives shall act, as a nominating committee, presenting to the conference, annually, nominations for the general officers.**

### **Article VIII: Meetings**

**The NCCB shall hold at least one meeting each year, the time and place of such meeting to be determined by the board of directors.**

### **Article IX: Parliamentary Authority and Quorum**

**Parliamentary authority shall be ROBERT'S RULES OF ORDER. Fifteen members of the conference shall constitute a quorum to transact business. Three general officers and four representatives**

**shall constitute a quorum for the board of directors to transact business.**

#### **Article X: Amendments**

**Amendments to this constitution must be by a two-thirds majority vote of members present and voting. The proposed amendment shall have been read twice during the annual conference and once during the annual business meeting.**

#### **Article XI: Dissolution**

**Should it become necessary for the members of the NCCB to dissolve its corporate charter, after providing for the NCCB's debts and obligations, all properties and assets shall be distributed to a Christian organization whose purpose and philosophy are consistent with the NCCB's purpose and philosophy. The receiving organization must be properly classified as a nonprofit under the requirements of section 501c(3) of the code of the US Internal Revenue Service. At the time of dissolution, the NCCB board of directors shall meet, shall determine that all the requirements of this paragraph have been met, and shall make a recommendation to the general membership regarding the final distribution of assets. The general membership shall make the final decision as to the organization that shall receive the assets.**

#### **Amendments Adopted August 16, 2012**

#### **Article XII: Limitations**

**Section 1. Limitations on Activities: With regard to any political or legislative participation, the NCCB shall conform to its statement of faith, constitution, and bylaws as well as section 501c(3) of the code of the Internal Revenue Service. The NCCB shall not disseminate legislative propaganda and shall not otherwise attempt to influence legislation. Moreover, the NCCB shall not participate in or intervene in**

any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 2. Prohibition Against Private Inurement:** No part of the net earnings of the NCCB shall inure to the benefits of, or be distributable to, directors, trustees, officers, or other private persons, except that the board of directors shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the NCCB.

### **Article XIII: Conflict of Interests and Compensation Approval Policies**

#### **Section 1a. Interested person**

Any director or principal officer of a committee, with governing board or delegated powers, or any other person who is a “qualified person” as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 534958-3 of the IRS Regulations, who has a direct or indirect financial interest if the person has directly or indirectly through business, investment, or family:

An ownership or investment interest in any entity with which the NCCB has a transaction or arrangement;

A compensation arrangement with the NCCB or with any entity or individual with which the NCCB is negotiating or transaction or arrangement; or

A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the NCCB is negotiating a transaction or arrangement.

#### **Section 2. Compensation and financial interests**

**A. Compensation includes direct and indirect remuneration as well as gifts or favors that are not inconsequential.**

**B. A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict exists.**

### **Section 3. Conflict of Interest Avoidance Procedures**

**A. Duty to disclose: In connection with any actual or possible conflict of interest, an interested person must disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.**

#### **B. Determining Whether a Conflict of Interest Exists**

**After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.**

#### **C. Procedures for Addressing the Conflict of Interest**

**An interested person may make a presentation at the governing board or committee meeting, but, after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board or committee shall determine whether the NCCB can obtain with reasonable efforts a more advantageous arrangement from a person or entity that would not give rise to a conflict of interest.**

**If a more advantageous transaction or arrangement is not reasonably possible under present circumstances, and they are not producing a conflict of interest, for its own benefit, and whether it is fair and reasonable. In confirming it with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.**

#### **D. Violations of the Conflict of Interest Policy**

**If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interests, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.**

**If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.**

**Article XIV: Non-Discrimination Policy: The services of the National Church Conference of the Blind will be provided to all who seek them, regardless of gender, sex, race, cultural background, geographical origin, religious background, physical or mental disability, or ability to pay. Nevertheless, anyone who seeks membership in the NCCB must, as a prerequisite, agree to the NCCB's statement of faith, constitution, and bylaws.**

## **Bylaws**

**Bylaws 1: Qualification for Membership:**

**Persons who have received Jesus Christ as their Savior and who have paid their annual membership dues.**

## **NCCB Standing Rules**

## **Rule 1: Fiscal Year**

**The fiscal year of the NCCB shall be January 1 through December 31.**

## **Rule 2: Membership Dues**

**Section A. The membership dues shall be established by the conference as changes are deemed necessary and recommended by the board of directors. The dues shall not exceed \$15.00.**

**Section B. The dues shall be payable at the beginning of the fiscal year, January 1<sup>st</sup>. Any member failing to pay his/her dues prior to the annual business sessions of the conference shall not be eligible to vote.**

## **Rule 3: Registration Fee**

**There shall be a registration fee for all persons attending the conference. It shall be established by the conference as changes are deemed necessary, recommended by the board of directors, and shall not exceed \$10.00. Persons who do not pay their registration fee prior to the annual business session of the conference shall not be eligible to vote.**

## **Rule 4: Eligibility for Election to the Board of Directors**

**Section A. A nominee to serve as representative on the board of directors shall have been a member of the NCCB for at least one fiscal year.**

**Section B. A nominee to serve as general officer on the board of directors shall have been a member of the NCCB for at least two fiscal years and shall have served as a representative for at least one year.**

**Section C. The president and the vice president must be visually impaired or legally blind or totally blind. There shall be no more than three sighted members on the board of directors.**

## **Rule 5: Recordings**

**Section A.** The making of any sound recordings of the general program sessions, the business sessions, or of the board meetings shall be at the discretion of and with the permission of the board of directors active during the current year of the annual meeting.

**Section B.** The sale or free distribution of such recordings, or reproductions thereof, for financial or personal gain, shall be prohibited without the consent of the board of directors.

**Section C.** Furthermore, no sound recordings, print or Braille materials, or any other merchandise shall be sold or distributed free by any individual, group, or organization to persons attending the annual sessions of the NCCB without the approval and consent of the board of directors.

## **Rule 6: Solicitation of Funds**

Any member of the NCCB soliciting or receiving financial contributions in the name of the NCCB shall submit the same with the name and address of the contributor to the treasurer of the NCCB; whereupon the treasurer shall be authorized to send a letter of appreciation and a receipt to the contributor.

## **Rule 7: Membership Secretary**

The membership secretary shall act as corresponding secretary in matters concerning meetings of the conference and of the board of directors. It shall be his/her duty

**A.** to notify members of the board of directors of the time and place for the board meeting, together with any other related necessary information.

**B. to keep an up-to-date mailing list, comprised of the names and addresses of persons who are or may become interested in the program and procedure of the NCCB.**

**C. to provide information about the annual meeting of the NCCB to persons on the mailing list.(See Article 4, paragraph D.)**

#### **Rule 8: Amendments**

**These standing rules may be amended at any meeting of the annual business session by a two-thirds majority vote of the members present and voting, provided that such amendment has been introduced at a previous session of the same conference.**

#### **Rule 9: Board Meeting Expenses**

**The NCCB shall reimburse reasonable transportation expenses, for board members only, to attend the winter board meeting, provided that documentation is supplied. The hotel accommodations for up to three nights shall also be covered.**