APPENDIX - II

CONSTITUTION AND BYE-LAWS

The constitution and bye-laws of the Conference of the Missionaries of the Baptist Foreign Mission Board of Ontario and Quebec, Canada.

SECTION – 1

ARTICLE – 1 – NAME: The name shall be "The Conference of the Missionaries of Baptist Foreign Mission Board of Ontario and Quebec, Canada".

ARTICLE – 2 – OBJECTIVE: The objective of the Conference shall be to deliberate upon and advise in regard to the work of this mission.

ARTICLE – 3 – SECTION – 1: MEMBERSHIP: All missionaries and wives of the missionaries connected with this mission in India shall be considered members of the Conference.

SECTION – 2: All members shall be entitled to vote on all questions.

ARTICLE – 4: OFFICERS: The officers of this Conference shall consist of a President, Vice President, and Secretary to be chosen annually at the July meeting.

ARTICLE – 5: Sessions: The sessions of the Conference shall be held semi-annually, one in the month of July and the other at such date as the officers of the conference at their discretion shall decide.
ARTICLE – 6: Special Meeting: At the written request of five members, a special meeting shall be called by the President for the transaction of extraordinary business.

ARTICLE – 7: Quorum: One-third of the members in India at anytime shall be considered to constitute a quorum.

BYE-LAWS:

1. Every sitting shall be opened and closed with prayer.

2. Motions made and lost shall not be recorded in the minutes unless so ordered at the time.

3. The business of the Conference shall be conducted according to parliamentary usage.

4. It shall be the duty of the President to preside at all meetings of the Conference and in case of a tie to give the 'casting vote'. The Vice President shall fulfill the duties of the President in his absence or at his call. It shall be the duty of the Secretary to take a minute of the proceedings of each meeting and to record them in a book kept for the purpose. He shall also be required to conduct the correspondence of the conference.

5. Immediately after the opening of the Conference their bye-laws shall be read from the chair.
6. Order of business shall be as follows:

a. Devotional exercises

b. Election of Officers

c. Reading of communications

d. Meeting of Committees

e. Business arising out of the minutes

f. Reports of committees

g. Unfinished business

h. New business

i. Adjournment

7. At each morning session immediately after devotional exercises, the minutes of the preceding day and at the close of the final session the minutes of the last day shall be read.

AMENDMENTS TO CONSTITUTION AND BYE-LAWS

No part of the foregoing constitution or bye-laws shall be amended, altered, suspended or annulled, nor shall any addition be made thereto except by a vote of two-thirds of the members present at any regular meeting of the conference after six months notion has been given to the effect.
FINANCIAL MATTERS:

1. Every missionary shall keep a mission account book in which all money paid out of mission funds shall be carefully entered. The books shall be handed over by each missionary to his or her successor on leaving the station and the account books shall be in every case be regarded as the property of the mission.

2. Board makes it a standing rule that each missionary on presenting his or her estimates at Conference shall accompany the same with a detailed list of the names of all the workers for whom estimates are asked, together with the salary paid to each, and along with their lists shall be presented a table showing the amounts contributed by the Native Christians during the year and the way there contributions have been spent. Missionary's estimates shall be presented, one to be deposited with the Treasurer in India and the other to be forwarded to the Board in Canada along with the estimates.

3. After submitting each bill of estimates to Conference a vote of approval shall be taken before they can be submitted to the Board.

4. The Treasurer is allowed $15 for expenses connected with his office.

5. The semi-annual-financial reports shall be sent to the Board through the Treasurer in India without comments on individual reports save such as have been elicited from the individual missionary.
6. Transfer of Village School Sites—The Board has acceded to the request of the missionaries that the village sites be transferred to trustees appointed by the H.M. Society.

7. The revised list of furniture to be provided for mission bungalows is as follows:

Meat safe Rs.28, Dining table Rs.25, Book care Rs.35, Writing table Rs.25, Shelf Almirah Rs.35, Hanging Almirah Rs.30, Bureau Rs.35, Dinner Wagon Rs.15, Wash Stand Rs.10, and should the rate of exchange permit six chairs, the Board’s grant for furniture is $75.

8. The committee on Touring Allowance:
Each missionary knowing best the needs and cost of her own work should be allowed to exercise her discretion as to the amount asked for, would recommend that the maximum amount of touring allowances for single lady missionaries should be $100. This unanimous opinion of the committee was adopted.

9. Touring Conveyances: The conference would recommend to the Board to sanction a horse as well as tents in the case of fields on which touring is not done by boat, and where deemed necessary, a conveyance, the total cost for horse and cart not to exceed $125.

With reference to the request of conference for horse and if necessary a conveyance, in the case of fields where touring is not done by boat, the Board decided to request missionaries in the case of such fields only, to add early something to their estimate for touring in lieu of the proposed...
estimates of $125. The thought is that by adding a small sum each year to
the touring estimate, the missionary who has to purchase a horse and
conveyance will be able to recoup himself for the outlay, the whole outfit is
to become the property of the Board.

10. On the recommendation of the conference, the Board decided to permit the
conference to take over the "Ravi" Newspaper as an integral part of the
mission machinery in India, but added a caution against putting too much
money into it, or allowing it to absorb too much of the time of any one
machinery.

RULES REGARDING MISSION WORKERS:

1. Conference deems it inexpedient to ordain to the Gospel ministry men who
are addicted to the use of tobacco or toher narcotics, or who are in the habit
of contracting debts.

2. Conference affirms that an unordained man may be appointed by the
missionary and the local church to administer the ordinance of the Lord's
Supper.

3. Workers found guilty of adultery shall be discharged and not re-engaged
without consent of conference.

4. In the opinion of conference it is undesirable for any missionary to employ
workers under discipline by any church or those discharged by other
missionaries without paper reference.
RULES REGARDING THE SEMINARY

1. Students shall be received into the first or primary theological class once in two years only.

2. The standard for admission to the theological department of the Seminary shall be the primary examination or its equivalent, except in special cases.

3. Theological students shall receive the following monthly allowances: Married men with no children or with only one child, Rs.6 and those with two children Rs.6 to 8, and those with more than two children Rs.7. Single man shall receive half of the allowances of married men without children i.e., Rs.3.

4. Theological students and their wives shall receive any one suit of clothing yearly. Students from Ramachandrapuram, Cocanada, Peddapuram and their fields shall receive no traveling allowance and students from other fields half of the railway fare.

5. No Christian teachers, who is known to smoke, shall be employed in the seminary. This rule shall be strictly enforced in every case.

6. Smoking is strictly prohibited in all Boarding Schools in the mission. For any breach of this rule, the punishment to be inflicted shall be as follows:

   A. Pupil under 12 shall receive corporal punishment and warning for the first offence, be fined one rupee and receive corporal punishment for a second offence.
B. All other students except those in Theology shall be fined the sum of one rupee and receive corporate punishment for a first offence and be dismissed from the school for a second offence.

C. Students in Theology shall be summarily dismissed for a first offence.

11. Discipline: 1. With reference to the breaking of rules in the seminary, the punishment for such shall be left to the principal.

2. If any student goes out from the seminary irregularly, he shall not be given mission work for one year at least.

STANDING COMMITTEES

Auditing Committee: This is a committee to audit the treasurer's account semiannually.

Examining Committee: This is a committee to examine missionaries in Telugu if for any reason they should not be able to attend the exams conducted by the S.I.M.A.

Furlough Committee: This is a committee to arrange for the furlough of any missionary who may have to leave India unexpectedly, if the urgency of the case is evident to the committee. The duties of the committee do not include arranging for the care of fields left vacant.

Furniture Committee: This is a committee to provide the mission houses with the furniture authorized by the board. This committee was requested to keep a book with a record of proceedings and stock statement of the furniture in the different mission houses.
Industrial School Committee: Industrial School Committee consists of the manager and two others.

Land and Building Committee: It was resolved to have a committee of five members appointed annually to whom all plans and estimates for new buildings shall be referred for approval before being submitted to conference. The location of new buildings shall also be left to their approval.

Language area Committee: These are mission's representatives on the Telugu language Area Committee for the Madras Providency.

Leper Mission Committee: The managing committee of the Leper Mission at Ramachandrapuram.

Reception Committee: This is a committee to arrange for the reception of all missionaries arriving from Canada.

'Ravi' Newspaper Committee: In connection with the transfer of the 'Ravi' to the Conference as an integral part of the mission machinery in India, it was voted that a standing committee to be known as the 'Ravi' committee consisting of three members with the Editor as Chairman, be appointed for the general control of the paper.