

Bylaws

Lutheran Women's
Missionary League
English District

(LWML English District)

Revised April 2012

LUTHERAN WOMEN'S MISSIONARY LEAGUE ENGLISH DISTRICT BYLAWS 2012
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ARTICLE I -- NAME

The name of this organization shall be the Lutheran Women's Missionary League English District (hereinafter referred to as LWML District), a subordinate organization of the Lutheran Women's Missionary League. The Lutheran Women's Missionary League (hereinafter referred to as LWML), is an integrated auxiliary of The Lutheran Church-Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II – OBJECT

The objective of this organization shall be

- a. to develop and maintain greater mission consciousness among the women of the English District through mission education, mission inspiration, and mission service;
- b. to gather funds for mission grants, especially those for which no adequate provision has been made in the English District or LCMS budgets.

ARTICLE III – MEMBERS

Section 1

- a. Women's organizations in the congregations of the English District of The Lutheran Church-Missouri Synod shall be eligible for membership in the Lutheran Women's Missionary League English District.
- b. Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home upon approval of the LWML District Executive Committee.
- c. Any woman who is a communicant member of her local congregation and who participates by promoting the object of the LWML may be considered a member of the society.
- d. Wherever a congregation has several women's societies affiliated with the LWML District, they shall be considered as one (1) unit.

- e. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the district level.

Section 2

Societies may make application for membership in the LWML by writing the LWML District President, providing that:

- a. the society has resolved to join the LWML;
- b. the local congregation has given its approval.

Section 3

A charter shall be issued upon approval of the LWML District Executive Committee.

ARTICLE IV – ORGANIZATION

Section 1

- a. The district shall be divided into zones consisting of groups of individual societies. The zone shall be determined by the LWML District Executive Committee and shall conform to English District LCMS circuit lines as nearly as possible.
- b. Where a unit is so far removed geographically that it is unable to participate in zone activities, it may function as a non-zone unit.

Section 2

- a. Each zone and each unit shall write its own bylaws, which shall conform to the object and principles of the LWML District bylaws. The zone and non-zone unit bylaws and subsequent amendments shall be submitted for approval to the LWML District Bylaws Committee.

- b. Each zone shall elect its officers at its spring rally.

Section 3

The zones shall:

- a. be represented at the biennial LWML convention by one accredited delegate from each zone having ten (10) or less units, and one additional delegate for each additional ten (10) units or a major fraction thereof, as of January 1st, preceding the convention, each delegate shall have an elected alternate;
- b. promote Christian fellowship and further the educational, spiritual, and service object of the LWML;
- c. serve as rally centers;
- d. allocate their mission offering share for mission purposes as resolved at their rallies;
- e. distribute Mite Boxes, gather the voluntary offerings, and remit to the LWML District Treasurer at least four (4) times per year.

ARTICLE V – CONVENTIONS AND REPRESENTATION

Section 1

- a. An LWML District convention shall be held biennially in even-numbered calendar years at a place determined by the convention.
- b. Invitations to host the succeeding biennial LWML District convention must be in the hands of the LWML District Executive Committee in sufficient time to be presented to the LWML District convention in session. Zones shall extend an invitation four (4) years prior to the proposed LWML District convention.
- c. The official call to the LWML District convention shall appear in the issue of the LWML District publication immediately prior to the LWML District convention.

Section 2

The voting body of the LWML District convention shall be:

- a. two (2) accredited delegates from each society in membership;
- b. the voting members of the LWML District Executive Committee;
- c. the zone presidents or their representatives;
- d. one (1) member of each standing committee (except Equalization Committee) appointed by the vice president assigned to that committee;
- e. the Editor of the LWML District publication and the chairman of the Equalization Committee;
- f. past presidents of the LWML District.

Any LWML member is entitled to voice.

Section 3

A member of the voting body shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 4

Each delegate to the LWML District convention shall have an elected alternate.

Section 5

- a. The names of the accredited delegates and alternates shall be in the hands of the LWML District President at least four (4) weeks prior to the LWML District convention.
- b. In the event neither the delegate nor the alternate is registered or able to serve, a member of the same society may serve as delegate upon certification in writing by the LWML Zone President and presentation to the Credentials Chairman. In the case of non-zone societies, a member of the same society may serve as a delegate, upon certification in writing by the LWML

District President and presentation to the Credentials Committee.

- c. A majority of the registered voting body who are present shall constitute a quorum.

ARTICLE VI – OFFICERS

Section 1

The elected officers shall be
President
Vice President of Organizational Resources
Vice President of Christian Life/Human Care
Vice President of Gospel Outreach
Secretary
Treasurer

Section 2

- a. The elected officers shall be elected by ballot at the biennial LWML District convention to serve for a term of four (4) years, or until their successors are elected, and they shall not be eligible for re-election to the same office.
- b. The President, Vice President of Gospel Outreach, Treasurer shall be elected in one biennial convention, and the Vice President of Organizational Resources, Vice President of Christian Life/Human Care, and Secretary shall be elected in the next biennial convention.
- c. Officers shall assume their duties at the close of the biennial LWML District convention.
- d. The retiring Treasurer shall, within sixty (60) days following the biennial LWML District convention, deliver to her successor all materials and funds pertaining to the office. All other officers shall, within thirty (30) days following the biennial LWML District convention, deliver to their successors all materials pertaining to their office.

ARTICLE VII – PASTORAL COUNSELORS

Section 1

Pastoral Counselors shall be two (2) pastors of the English District of the LCMS.

Section 2

- a. Each Pastoral Counselor shall serve for a term of four (4) years and be ineligible for immediate re-election. One (1) Pastoral Counselor shall be elected at each biennial LWML District convention. A majority vote shall determine the election.
- b. The LWML District Executive Committee shall select by consensus, using mail, e-mail, or telephone, two (2) nominees for each Pastoral Counselor to be elected. Candidates for Pastoral Counselor shall be approved by the LCMS District President. Prior consent to serve if elected shall be secured.

Section 3

The Pastoral Counselors shall:

- a. serve the LWML District in an advisory capacity;
- b. be assigned to specific committees;
- c. attend conventions and meetings of the LWML District Executive Committee as non-voting members.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

Section 1

- a. A Nominating Committee of three (3) members shall be elected by ballot at each biennial LWML District convention from a slate of five (5) candidates from as many zones. Members are not eligible to serve consecutive terms.

- b. The candidate receiving the highest number of votes shall serve as chairman of the committee.
- c. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

Section 2

The Nominating Committee shall submit a slate of nominees for elective office. The consent of nominees to serve, if elected, shall have been secured.

Section 3

- a. Each society may submit eligible names to the chairman of the Nominating Committee.
- b. Each nominee must be an active member of her local society and must have served as a member of a zone Executive Committee or as an officer of a non-zone unit.

Section 4

The report of the Nominating Committee shall be published in the LWML District publication prior to convention.

Section 5

Additional nominations may be made from the floor of the convention, provided that the nominee has the qualifications described in Article VIII Section 3b and has previously given her consent to serve if elected.

Section 6

Printed ballots, including the names of the Pastoral Counselor nominees listed in alphabetical order, shall be prepared by the Nominating Committee.

Section 7

- a. The Elections Committee, appointed by the LWML District President, shall distribute and count the ballots.

- b. A majority vote shall constitute election to office.

Section 8

Any vacancies, except the office of the LWML District President, shall be filled by the LWML District Executive Committee. In the case of a vacancy in the office of the President, the Vice President of Organizational Resources shall become President.

Section 9

Any officer may be removed from office prior to the expiration of her term of office by the LWML District Board of Directors by a vote of three-fourths (3/4) of all members of the Board; provided that the members of the Board (including the individual officer involved) shall be notified at least two (2) days prior to the Board meeting in the event any such action is contemplated and the individual officer involved shall be afforded the opportunity to be heard at such meeting.

ARTICLE IX – DUTIES OF THE OFFICERS

Section 1

The President shall:

- a. preside at all conventions and meetings of the LWML District Executive Committee;
- b. be an ex-officio member of all committees, except the Nominating Committee;
- c. be responsible for the execution of all valid resolutions passed by the LWML District and the LWML District Executive Committee;
- d. appoint committees, subject to the approval of the LWML District Executive Committee, as needed, and name their chairman unless otherwise provided for in the bylaws;
- e. assign Pastoral Counselors to committees;

- f. present a report to the LWML District convention, which shall include a report of the business of the LWML District Executive Committee;
- g. receive applications for membership;
- h. approve vouchers for payment of bills.

Section 2

The Vice President of Organizational Resources may perform the duties of the office of President in the absence of or at the request of the LWML District President and shall:

- a. become LWML District President in case of a vacancy in the office of President;
- b. coordinate the public relations for the LWML District;
- c. be chairman of the Bylaws and Leader /Member Development Committees;
- d. be authorized to sign checks for the Treasurer in emergencies.

Section 3

The Vice President of Christian Life/Human Care may perform the duties of the office of President in the absence of, or at the request of, the LWML District President, and shall be Chairman of the Christian Life Committee/ Human Care.

Section 4

The Vice President of Gospel Outreach may perform the duties of the office of President in the absence or at the request of the LWML District President, and shall:

- a. be chairman of the Mission Grants Committee;
- b. receive mission grant proposals for consideration;
- c. present mission grant proposals to the LWML District Executive Committee for approval;

- d. present the approved mission grant proposals to the LWML District convention;
- e. see that funds are disbursed for the approved mission grants;
- f. request an annual report of the completed mission grants from zones and non-zone units.

Section 5

The secretary shall:

- a. record the LWML District convention proceedings and meetings of the LWML District Board of Directors and LWML District Executive Committee;
- b. send copies of the minutes of the LWML District Executive Committee meetings to each member of the LWML District Executive Committee within thirty (30) days;
- c. send copies of the minutes of the LWML District Board of Directors' meetings and of the convention to each member of the LWML District Board of Directors within sixty (60) days;
- d. be in charge of correspondence for the LWML District as well as that requested by the LWML District President;
- e. maintain a record of zone officers, societies, and non-zone units, including their authorized LWML representatives;
- f. distribute LWML literature and Mite Boxes to zones and non-zone units upon request;
- g. send membership charters to new societies upon approval of the LWML District Executive Committee;
- h. request statistics and reports from zones, standing committees, and the LWML District Executive Committee, and compile them for publication in the convention manual;
- i. supply memorial cards upon request.

Section 6

The Treasurer shall:

- a. be bonded, at the expense of the LWML District, for an amount determined by the LWML District Executive Committee;
- b. receive all monies and deposit them in a financial institution approved by the LWML District Executive Committee;
- c. keep an itemized account of all receipts and disbursements;
- d. make all payments authorized by the convention and/or the LWML District Executive Committee and/or the LWML District President;
- e. make at least quarterly remittances to the LWML of the twenty-five (25) percent share of Mite Boxes receipts;
- f. submit financial reports to the convention and to the LWML District Executive Committee, and send a monthly report of receipts and disbursements to the LWML District President;
- g. submit the books for review at the close of the fiscal year;
- h. receive all memorial contributions which shall be disbursed as designated by donor, and use undesignated funds for LWML District mission grants;
- i. bill the zones and non-zone units for *Lutheran Woman's Quarterly* subscriptions annually;
- j. maintain the mailing list for the *Lutheran Woman's Quarterly*.

ARTICLE X – ADMINISTRATION

Section 1

- a. The LWML District Executive Committee shall be the elected officers, who have voting

power, unless otherwise specified. The Pastoral Counselors and the LWML District Editor shall be advisory members.

- b. The LWML District Executive Committee shall have regular annual meetings. Special or emergency meetings may be called by the LWML District President or by written request of two (2) members of the LWML District Executive Committee.
- c. The LWML District Executive Committee may conduct its business by mail, e-mail, or telephone when necessary.
- d. Five (5) voting members shall constitute a quorum of the LWML District Executive Committee.
- e. The LWML District Executive Committee shall:
 - (1) transact the business of the LWML District between conventions;
 - (2) promote the work and program of the LWML District;
 - (3) consider recommendations and resolutions for presentation to the convention;
 - (4) consider proposals for mission grants and determine which proposed grants are to be presented to the conventions;
 - (5) determine the time and meeting facilities of the biennial LWML District convention;
 - (6) plan and supervise the program of the biennial LWML District convention;
 - (7) select by consensus of the LWML District Executive Committee, using mail, e-mail, or telephone as available, two (2) nominees for Pastoral Counselor to be submitted to the Nominating Committee for the ballot;

- (8) determine the amount of bond for the Treasurer;
- (9) appoint the CPA firm which shall annually review the books of the Treasurer.

Section 2 – Board of Directors

- a. The LWML District Board of Directors shall be the elected officers, zone presidents, and non-zone unit representatives, who shall be voting members, as well as the Pastoral Counselors and the LWML District Editor as advisory members.
- b. The LWML District Board of Directors shall meet immediately prior to the LWML District convention.
- c. The LWML District Board of Directors shall:
 - (1) consider all recommendations, resolutions, and special appeals for presentation to the LWML District convention;
 - (2) carry out the business of the LWML District approved in the LWML District convention;
 - (3) consider recommendations and resolutions of the LWML District Executive Committee.

ARTICLE XI – COMMITTEES

Section 1

- a. The standing committees shall be Bylaws, Christian Life/Human Care, Equalization, Mission Grants, and Leader/Member Development.
- b. Committee members shall serve for two (2) years and shall be eligible for one (1) consecutive appointment.

- c. The LWML District President shall assign a Pastoral Counselor to each standing committee to serve in an advisory capacity.

Section 2

The Bylaws Committee shall consist of the Vice President of Organizational Resources as Chairman and two (2) other members. Its duties shall be to:

- a. study the bylaws of the LWML District and submit to the LWML District Executive Committee for consideration such amendments as it deems advisable;
- b. submit to the LWML Structure Committee Chairman for approval, the required number of copies of all proposed amendments to the LWML District Bylaws prior to presentation at the LWML District convention for adoption;
- c. submit to the LWML Structure Committee Chairman the required number of copies of the approved bylaws within sixty (60) days of the close of the LWML District convention;
- d. receive and examine all bylaws and amendments thereto of all zones and non-zone units as to their essential requirements, and approve those not in conflict with the principles and object of the LWML District;
- e. be responsible for keeping current the LWML District supplements to the *LWML Handbook*;
- f. report to each regular meeting of the LWML District Executive Committee and to the biennial LWML District convention.

Section 3

The Christian Life /Human Care Committee shall consist of the Vice President of Christian Life/Human Care as chairman and two (2) other members. Its duties shall be to:

- a. encourage active participation in Christian life programs;

- b. present suggestions and offer advice for conducting Christian life programs on the zone and unit levels, such programs to be self-supporting;
- c. keep a record of missionaries of the English District;
- d. send, or on request, suggestions of names of missionaries whom a unit may befriend;
- e. offer suggestions to units concerning befriending missionaries;
- f. keep a record of missionaries befriended and units befriending them;
- g. send the LWML District publication to the missionaries of the district;
- h. advise units of human care projects in which they may engage;
- i. follow the suggestions of the LWML Christian Life and Mission Servants Committees, when applicable, to the LWML District;
- j. report to each regular meeting of the LWML District Executive Committee and to the biennial LWML District convention.

Section 4

The Equalization Committee shall consist of two (2) or more members. Its duties shall be to:

- a. determine the equalized travel fee of the delegates to the biennial LWML District convention and the method of payment;
- b. inform each member unit of the equalized travel fee for the subsequent LWML District convention;
- c. report to each regular meeting of the LWML District Executive Committee and to the biennial LWML District convention.

Section 5

The Mission Grants Committee shall consist of the Vice President of Gospel Outreach as chairman and two (2) other members. Its duties shall be to:

- a. investigate and evaluate each mission grant proposal presented for consideration;
- b. present the selected proposals in an informative manner to the LWML District convention delegates;
- c. communicate with grant recipients after payment of the grant has been made for progress reports to LWML District members;
- d. report to each regular meeting of the LWML District Executive Committee and to the biennial LWML District convention.

Section 6

The Leader/Member Development Committee shall consist of the Vice President of Organizational Resources as chairman and two (2) other members. Its duties shall be to:

- a. provide materials and training to help increase the leadership skills of members;
- b. plan and conduct workshops for zones as requested by the LWML District Executive Committee;
- c. channel leadership training from LWML to district and zones;
- d. encourage societies to increase their membership;
- e. furnish resources in member development, upon request, to zone and societies;
- f. report to each regular meeting of the LWML District Executive Committee and to the biennial LWML District convention.

Section 7

The Editor of the LWML District publication shall have the status of a standing committee chairman.

Section 8

The Archivist-Historian shall be appointed by the LWML District President for a term of two (2) years and shall be eligible for reappointment.

Section 9

There may be additional committees as the LWML District or the LWML District Executive Committee deem necessary to carry on the work of the organization. The assembly authorizing the committee shall determine the authority and responsibility of that committee.

ARTICLE XII – OFFICIAL PUBLICATION

Section 1

- a. The official magazine of the LWML is the *Lutheran Woman's Quarterly*.
- b. The official publication of the LWML District is to be published three (3) times per year.
- c. The LWML District Editor shall be appointed by the LWML District President for a term of two (2) years and shall be eligible for reappointment.

Section 2

The purpose of the LWML District publication shall be to:

- a. promote the objective of the LWML District;
- b. inform the members of activities within the LWML District.

Section 3

The Editor of the LWML District publication shall:

- a. be assisted by a news reporter from each zone;
- b. have editorial privileges.

Section 4

The *Lutheran Woman's Quarterly*, and the LWML District publication, shall be distributed to members at the expense of the society.

ARTICLE XIII – FINANCES

Section 1

- a. Voluntary mite offerings in the local society shall be collected through Mite Boxes or other means.
- b. Such voluntary mite offerings shall be remitted to the LWML District Treasurer through the zones.
- c. The LWML District Treasurer shall remit twenty-five (25) percent, or more, of such voluntary mite offerings to the LWML at least four (4) times per year for approved mission grants and administration of the LWML.
- d. The LWML District shall retain seventy-five (75) percent or less, in its treasury for approved mission grants and administration of the LWML District.

Section 2

The expenses of meetings of the LWML District Executive Committee, committees, and other routine administrative expenses, incurred in the management of the LWML District, shall be paid from the treasury.

Section 3

Offerings received at the LWML District convention worship services shall be applied to adopted mission grants.

Section 4

After all convention expenses are paid, any remaining funds from an LWML English District Convention are to be remitted to the LWML English District General Fund.

ARTICLE XIV – MISSION GRANT PROPOSALS

Section 1

LWML District mission grants shall include all those adopted at:

- a. the biennial convention of the LWML District;
- b. zone rallies;
- c. non-zone unit meetings.

Section 2

- a. Grant proposals may be submitted by individual members, societies, zones, and the LCMS English District and are recommended, but not required, to be within the English District.
- b. Six (6) copies of all proposals must be submitted to the Vice President of Gospel Outreach by May 1st prior to the LWML District convention year.

Section 3

- a. The Vice President of Gospel Outreach shall present these proposals for evaluation to the LCMS District President and to the Executive Assistant to the President: Missions.
- b. These proposals shall then be presented to the LWML District Mission Grants Committee for thorough study and selection.

- c. The LWML District Executive Committee shall ratify these proposals for presentation at the LWML District convention for delegate action.
- d. Proposals selected for LWML District convention consideration shall be published three (3) months in advance of the LWML District convention.
- e. Grant proposals not received within the prescribed time may be considered by the LWML District Executive Committee. If the proposals warrant, they may, by a two-thirds (2/3) vote of the LWML District Executive Committee, be presented to the LWML District convention for consideration.

Section 4

The following stipulations shall be observed in the administration of LWML District funds:

- a. No grants shall be made that necessitate a permanent subsidy from the funds.
- b. No grants shall be made to cover deficits in district, congregation, or mission treasuries.
- c. No grants shall be made with borrowed funds.
- d. Prior to disbursement of grant funds, the Vice President of Gospel Outreach shall confirm the current viability of the mission grant.
- e. Reports on the progress of the work made possible by grants shall be published in the LWML District publication.

Section 5

- a. Grants that are adopted must be put into use within a three (3) year period, from the time of the vote, or be returned to the LWML District treasury.
- b. The LWML District Executive Committee has the authority to extend the time or withhold

payment of a grant in case of extenuating circumstances.

- c. In the event that changes in grant plans arise because of changing conditions, the LWML District Executive Committee is authorized to act either in session, by mail, e-mail, or teleconferencing.

ARTICLES XV – RESOLUTIONS

Section 1

Miscellaneous recommendations, resolutions, and appeals, other than for mission grants, may be submitted for the consideration of the LWML District Convention Resolutions Committee by societies or zones. Such memorials shall be in triplicate form and sent to the LWML District President at least three (3) months prior to the biennial LWML District convention.

Section 2

Resolutions not received in the prescribed time may be considered by the LWML District Executive Committee. If the requests warrant, they may, by a two-thirds (2/3) vote of the LWML District Executive Committee, be presented to the LWML District convention for its consideration.

ARTICLE XVI – SOCIETIES

The society within the congregation shall:

- a. conduct, at least quarterly, meetings devoted to the work of the LWML;
- b. distribute the *Lutheran Woman's Quarterly* and the LWML District publication;
- c. distribute Mite Boxes and gather the voluntary mission offerings at least four (4) times per year.

ARTICLE XVII -- OFFICE

The LWML District headquarters shall be where the president resides.

ARTICLE XVIII – FISCAL YEAR

The fiscal year of the LWML District shall be from April 1st to March 31st inclusive.

ARTICLE XIX – EMERGENCY ACTION

In the event of a great emergency, such as war, epidemic, disaster, or any other prevailing conditions making the holding of a biennial LWML District convention inadvisable, the LWML District Executive Committee shall have the authority to determine whether the LWML District convention shall or shall not be held. A two-thirds (2/3) vote of the LWML District Executive Committee shall decide, and the vote may be taken by mail. In the event the LWML District convention is not held, the LWML District Executive Committee shall have the authority to plan procedure for conducting the routine convention business. Such procedure shall be approved by the LWML District Board of Directors.

ARTICLE XX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the proceedings of the LWML District in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable law, or Christian principles.

ARTICLE XXI – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the biennial LWML District convention, provided the proposed amendments have been presented for consideration to the LWML District Executive Committee and published in the LWML District publication in an issue prior to the LWML District convention. By unanimous vote of the LWML District Executive Committee, a proposed amendment may be presented without previous notice; a three-fourths (3/4) vote of the voting body shall be required for adoption.

STANDING RULES

1. The chairman of the Nominating Committee shall submit a biographical sketch of each candidate for the LWML District convention manual.
2. The voluntary mite offerings collected by the local society are to be allotted as follows:
 - a. twenty-five (25) percent of the total to LWML,
 - b. ten (10) percent of the total retained by the society, and
 - c. the balance to be divided two-thirds (2/3) for the district and one-third (1/3) for the zone.

In the case of non-zone units:

- a. twenty-five (25) percent to LWML,
 - b. twenty-five (25) percent stays with the non-zone unit, and
 - c. fifty (50) percent to the district.
3. The Editor of the LWML District publication may attend a LWML Editors' workshop at LWML District expense.
 4. The President of the LWML District will select a member of the Executive Committee and a Pastoral Counselor to be sent to the LWML Convention at LWML District expense.
 5. A Parliamentarian shall be present at all LWML District conventions and at the pre-convention LWML District Board of Directors' meeting.
 6. LWML District convention expenses of the Equalization chairman are to be paid from that fund.
 7. The LWML District will advance the host committee of the LWML District convention up to \$1,000 to secure a hotel contract. The

total advancement shall be returned to the LWML District treasury when the convention books are settled.

8. All officers completing their term of office should equip the newly elected officer with examples of duties and any pertinent information needed to perform her duties. This can be in the form of a notebook or electronically.