

TEXAS DISTRICT LUTHERAN WOMEN'S MISSIONARY LEAGUE BYLAWS
Index (for Bylaws Effective Date of June 2010)

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**TEXAS DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE
BYLAWS**

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Revisions adopted June 1958
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ARTICLE I - NAME

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

ARTICLE II - OBJECT

The object of this organization shall be

- a. to develop and to maintain a greater mission consciousness among the women of the District LWML through mission education, mission inspiration, and mission service;
- b. to gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budgets;
- c. to foster and support the program of the LWML;
- d. to encourage participation at the society, zone, district, and national levels;
- e. to take charge of, hold, and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization.

ARTICLE III - STRUCTURE

Section 1

The District LWML of the national Lutheran Women's Missionary League (hereinafter referred to as LWML) is composed of individual women and women's societies within LCMS congregations, on campuses, in resident homes, or in other settings. These individuals and societies are united to form zones, LCMS circuit lines preferred, and the zones are united to form the District LWML.

Section 2

The Texas District of the LCMS shall counsel and advise the District LWML.

ARTICLE IV - MEMBERS

Section 1

- a. Women who are communicant members of an LCMS congregation are eligible for membership.
- b. Women's organizations within congregations of LCMS, on campuses, in resident homes, or in other settings, who have expressed their desire to join, shall be eligible for membership as societies.
- c. One (1) or more societies affiliated with the District LWML from a congregation, campus, resident home, or other single settings shall be considered one (1) unit for the purpose of representation at national LWML conventions.
- d. 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 District LWML Executive Committee.

Section 2

Society membership in the District LWML shall be processed by:

- a. writing to the District President or the Leader Development Committee Chairman;
- b. submitting a signed "Statement of Intent" form to the Leader Development Committee Chairman;
- c. indicating compliance with the LWML Articles of Incorporation and the Bylaws of the District LWML;

- d. submitting within one (1) year of its formation a copy of proposed bylaws to the District LWML Structure Committee Chairman for approval;
- e. submitting names and addresses of officers and/or LWML contact person to the Leader Development Committee Chairman;
- f. receiving an official Membership Charter.

Section 3

- a. Individual membership is available to a woman who is a member of an LCMS congregation with or without a society affiliated with the District LWML.
- b. Application for individual membership should be made to the District LWML President or Leader Development Committee Chairman.
- c. Individual membership is not considered a society or a unit, nor does it confer voting privileges at District or national conventions.
- d. Individual members shall have voice and vote at zone events.
- e. An individual member may serve as an officer or committee chairman/member on zone, district or national levels, and shall have voting privileges afforded the position to which she may be elected or appointed. She may also be elected as a zone delegate to the national LWML convention.

ARTICLE V - ORGANIZATION

Section 1

The District LWML shall organize into zones. These zones shall:

- a. promote the object of the LWML – mission education, mission inspiration, and mission service – by providing opportunities for women within the zone to gather for spiritual enrichment, fellowship, retreats, servant events, etc;
- b. elect delegates for the purpose of representation at the conventions of the LWML;
- c. serve as rally centers and host District LWML conventions.

Section 2

Each society and each zone shall write its own bylaws, which shall conform with the object and basic principles of the bylaws of the District LWML. These bylaws and all subsequent amendments shall be submitted to the Structure Committee of the District LWML for approval before being submitted to the membership for adoption.

ARTICLE VI - CONVENTIONS AND REPRESENTATION

Section 1

A convention for the purpose of transacting the business of the District LWML shall be held biennially in the even-numbered years at a site determined in a prior convention.

Section 2

Convention sites shall be determined four (4) years in advance.

Section 3

The societies shall be notified of the convention site through the first issue of the *District News* following the decision of the convention or in a direct society mailing.

Section 4

The members of the convention who shall have voice and vote shall be

- a. one (1) certified delegate from each society having twenty (20) or less members and one (1) additional delegate for each additional twenty (20) members or major fraction thereof, as of December 31 preceding the convention;
- b. voting members of the Board of Directors. Zone Presidents unable to attend are allowed an alternate representative, who shall have vote and voice, but who shall not be considered a member of the Board (see Article XII, Section 1 b).

Section 5

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

Section 6

- a. Each delegate shall have a certified alternate to the convention when possible.
- b. The names of the delegate and her alternate shall be ratified by their society President.
- c. The names of the certified delegates and alternates shall be submitted to the District LWML Leader Development Committee Chairman three (3) weeks before the convention.
- d. In the event neither the delegate nor the alternate is able to serve, a member of the same society may serve as delegate upon certification in writing by her LWML society President and presentation to the District LWML Leader Development Committee Chairman.

Section 7

A majority of the registered voting assembly shall constitute a quorum.

Section 8

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a site determined in a prior convention. District representation shall be as follows:

- a. Districts may authorize one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units, or major fraction thereof, as of January 1 preceding the convention.
- b. Delegates may vote in only one (1) capacity and proxy votes are prohibited.
- c. Each certified delegate shall have a certified alternate when possible.
- d. The District President shall send the names of the certified delegates and alternates to the LWML Recording Secretary prior to the convention.
- e. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary.

ARTICLE VII - ELECTED OFFICERS AND ELECTIONS**Section 1**

The elected officers shall be
President

Vice President of Christian Life

Vice President of Communication

Vice President of Gospel Outreach

Vice President of Human Care

Vice President of Servant Resources

Recording Secretary

Financial Secretary

Treasurer

Section 2

- a. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for consecutive election to the same office. An officer who has served half a term or longer is considered having served a full term. Newly elected officers shall assume their duties at the close of the convention in which they are elected.
- b. The election of officers shall be as follows:
 - 1) the President, Vice President of Human Care, Vice President of Servant Resources, and Financial Secretary shall be elected at one (1) District LWML convention;
 - 2) the Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Recording Secretary, and Treasurer shall be elected at the following District LWML convention;
 - 3) a majority vote shall elect;
 - 4) in the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.
- c. The retiring officers shall deliver to their successors all materials and funds within sixty (60) days following convention.

Section 3

- a. In the event of incapacity or other situation creating a vacancy in the office of President, the Vice President of Servant Resources shall fill the temporary vacancy until the President is able to resume her duties or until an election is held by the Board of Directors. The election shall be by ballot vote. The candidates eligible to fill the permanent vacancy shall be Vice Presidents who are serving in the third or fourth year of their term of office. If there is no regularly scheduled meeting of the Board within thirty (30) days of the permanent vacancy in the office of President, a special election shall be called by the Vice President of Servant Resources within thirty (30) days of such vacancy for the express purpose of electing a new President. This election may be a vote by mail or electronic messaging.
- b. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by appointment of the Executive Committee.

Section 4

Any officer may be removed from office prior to the expiration of her term of office by the 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) are notified at least two (2) days prior to the Board meeting where such action is contemplated. The individual officer involved shall be afforded the opportunity to be heard at such meeting.

ARTICLE VIII - NOMINATIONS

Section 1

A Nominating Committee of three (3) members shall be elected by ballot at each convention from a slate of seven (7) candidates from at least four (4) zones. A member is not eligible to serve consecutive terms. Plurality vote shall elect.

- a. The candidate receiving the highest number of votes shall be the chairman and shall become a voting member of the Board of Directors.
- b. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

Section 2

Societies and zones shall submit names for elective offices and Nominating Committee candidates. Nominees shall be active members of the LWML and, except for the offices of Recording Secretary, Financial Secretary, and Treasurer, shall have previously served as an elected or appointed zone officer.

Section 3

The Nominating Committee shall:

- a. submit a slate of two (2) candidates for each elective office;
- b. submit seven (7) candidates for the Nominating Committee;
- c. submit two (2) candidates for Pastoral Counselor from the six (6) nominees selected by the Board of Directors (See Article XIII, Section 2);
- d. obtain written consent of all nominees to serve, if elected;
- e. submit report to be published in the *District News* or in a direct society mailing prior to the District LWML convention;
- f. prepare printed ballots with the names listed in alphabetical order.

Section 4

Nominations may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office.

ARTICLE IX – DUTIES OF OFFICERS

Section 1 - President

The President shall:

- a. preside at all conventions of the District LWML and at all meetings of the Executive Committee and Board of Directors;
- b. be responsible for appointing standing committee chairmen, appointed personnel, and special committees with the approval of the Executive Committee, unless otherwise provided for in the bylaws;
- c. appoint emergency committees and advise the Executive Committee promptly of this action;
- d. be an ex officio member of all departments and committees except the Nominating Committee;

- e. appoint the following special committees prior to the District LWML convention: Minutes Review, Tellers, Resolutions;
- f. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the District LWML Treasurer for issuance of checks;
- g. be responsible for execution of all resolutions passed by the convention body, Board of Directors, and Executive Committee;
- h. present a report to the convention, including a report of the activities of the Executive Committee;
- i. be a member of the LWML Board of Directors. If unable to attend a Board of Directors meeting, any elected District LWML officer shall be authorized to attend as the President's non-voting representative.

Section 2 - Vice President of Christian Life

The Vice President of Christian Life may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. be coordinator of the Christian Life Department;
- b. be chairman of the Christian Life Committee;
- c. report to the Executive Committee and to the Board of Directors;
- d. prepare a report for the District LWML convention;
- e. perform other duties as set forth in the Job Description and as requested by the President.

Section 3 - Vice President of Communication

The Vice President of Communication may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. be coordinator of the Communication Department;
- b. serve as Communication Director of the District LWML and chairman of the Communication Committee;
- c. supervise publishing of the *District News*;
- d. report to the Executive Committee and to the Board of Directors;
- e. prepare a report for the District LWML convention;
- f. perform other duties as set forth in the Job Description and as requested by the President.

Section 4 - Vice President of Gospel Outreach

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

- a. be coordinator of the Gospel Outreach Department;
- b. be chairman of the Mission Grants Committee;
- c. notify mission grant applicants of vote results soon after the District LWML convention;
- d. report to the Executive Committee and to the Board of Directors;
- e. prepare a report for the District LWML convention;
- f. perform other duties as set forth in the Job Description and as requested by the President.

Section 5 - Vice President of Human Care

The Vice President of Human Care may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. be coordinator of the Human Care Department;
- b. be chairman of the Human Care Committee;
- c. report to the Executive Committee and to the Board of Directors;
- d. prepare a report for the District LWML convention;
- e. perform other duties as set forth in the Job Description and as requested by the President.

Section 6 - Vice President of Servant Resources

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

- a. in the event of an emergency or unexpected vacancy in the office of the President fill the temporary vacancy until the President is able to resume her duties or until an election is held by the Board of Directors;
- b. in an emergency, be authorized to sign checks for the financial officers;
- c. be bonded at the expense of the District LWML through the LWML group policy;
- d. be coordinator of the Servant Resources Department;
- e. be chairman of the Leader Development Committee;
- f. report to the Executive Committee and to the Board of Directors;
- g. prepare a report for the District LWML convention;
- h. perform other duties as set forth in the Job Description and as requested by the President.

Section 7 - Recording Secretary

The Recording Secretary shall:

- a. record convention proceedings and meetings of the Executive Committee and the Board of Directors;
- b. issue and record necessary correspondence for all meetings conducted by mail;
- c. provide each member of the Executive Committee a copy of the minutes of all Executive Committee meetings; provide each member of the Board of Directors a summary of the minutes of the Executive Committee meetings;
- d. provide each member of the Board of Directors a copy of the minutes of all Board meetings;
- e. provide each member of the Board of Directors a copy of the minutes of the District LWML convention;
- f. provide the following information of the District LWML convention to the Vice President of Communication for prompt publication: accurate balloting results of elections, mission grants, bylaws, special resolutions passed, and action taken;
- g. prepare the District LWML convention manual under the direction of the President;
- h. maintain updated information on job descriptions of elected officers and appointed personnel, procedures, guidelines and such, as approved by the Executive Committee and Board of Directors;
- i. provide the District LWML President a current copy of all job descriptions and guidelines;
- j. report to the Executive Committee and to the Board of Directors; .
- k. prepare a report for the District LWML convention;
- l. perform other duties as set forth in the Job Description and as requested by the President.

Section 8 - Financial Secretary

The Financial Secretary shall:

- a. be bonded at the expense of the District LWML through the LWML group policy;
- b. receive all moneys and deposit them in financial institutions approved by the Executive Committee;
- c. keep an itemized account of all receipts;
- d. transfer to the Treasurer all moneys received;
- e. distribute Mite Boxes to societies requesting them;
- f. submit a financial report to the convention, to the Executive Committee meetings, and to the Board of Directors meetings; send a monthly report of receipts to the President, Vice President of Servant Resources, and Treasurer;
- g. compute delegate travel expense to the LWML convention and make recommendation to the District LWML Executive Committee of amount to be contributed from each member toward the District LWML Travel Fund;
- h. submit records for professional financial review at the end of each District biennium;
- i. be responsible for the financial review of District LWML convention Treasurer's books by December 31 of the convention year;
- j. report to the Executive Committee and to the Board of Directors;
- k. prepare a financial report for the District LWML convention;
- l. perform other duties as set forth in the Job Description and as requested by the President.

Section 9 - Treasurer

The Treasurer shall:

- a. be bonded at the expense of the District LWML through the LWML group policy;
- b. receive the moneys from the Financial Secretary and deposit them in financial institutions approved by the Executive Committee;
- c. keep an itemized account of all receipts and disbursements;
- d. make all payments authorized by the District LWML, the Executive Committee, and the Board of Directors;
- e. make payments for approved mission grants as authorized by the President;
- f. at least quarterly, make remittances of mission contributions to the LWML;
- g. submit financial reports to the Board of Directors and, upon request, to the Executive Committee at any time;
- h. submit records for professional financial review at the end of each District biennium;
- i. prepare a work program in the spring of convention year, and present to Executive Committee for approval and to the Board of Directors for adoption at the time of District LWML convention;
- j. report to the Executive Committee and to the Board of Directors;
- k. prepare a financial report for the District LWML convention;
- l. perform other duties as set forth in the Job Description and as requested by the President.

ARTICLE X – APPOINTED PERSONNEL

Section 1

The appointed personnel shall be Archivist-Historian, Convention Coordinator, Parliamentarian, and Secretary to the President, and shall:

- a. be appointed by the President, with the approval of the Executive Committee;
- b. serve two (2) years, or until their successors are appointed, and be eligible for re-appointment with the exception of the Secretary to the President who serves at the will of the President;
- c. prepare a report for the District LWML convention.

Section 2 - Archivist-Historian

The Archivist-Historian shall:

- a. keep a complete, up-to-date, and accurate history of the District LWML;
- b. prepare and transmit required number of copies thereof to the Archivist-Historian of the LWML every two (2) years;
- c. prepare and print copies of the District LWML history for distribution to the membership when authorized by the Executive Committee;
- d. be custodian of historical documents of the District LWML;
- e. attend Synod Archivist meetings and District meetings upon request of the President;
- f. be responsible to the District LWML President and serve as an advisory member of the District LWML Board of Directors.

Section 3 - Convention Coordinator

The Convention Coordinator shall:

- a. assist zones in hosting District LWML conventions by:
 - 1) encouraging zones to extend an invitation for conventions and assisting with bidding process;
 - 2) working with host zones to prepare and plan a convention once a site has been selected;
- b. serve as liaison between the Executive Committee and the Host Convention Committee;
- c. be responsible to the District LWML President;
- d. attend all meetings of the District LWML convention;
- e. attend meetings of the Executive Committee and the Board of Directors at the discretion of the President;
- f. be ineligible to vote.

Section 4 - Parliamentarian

The Parliamentarian shall:

- a. advise the President and any officer or member on parliamentary procedure when requested;
- b. be an advisory member of the Executive Committee and Board of Directors;
- c. be an ex-officio member of the Structure Committee.

Section 5 – Secretary to the President

The Secretary to the President shall:

- a. attend all meetings of the District LWML convention;
- b. attend meetings of the Executive Committee and the Board of Directors at the discretion of the President;
- c. conduct such correspondence and business as may be requested by the President, the Board of Directors, and Executive Committee;
- d. send any changes in name and address of the District LWML President to the LWML Office in St. Louis;
- e. be ineligible to vote.

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be the elected officers of the District LWML. The Parliamentarian, Structure Committee Chairman, and the Pastoral Counselors are advisory members. Appointed personnel and standing committee chairmen may attend at the invitation of the District LWML President.

Section 2

The Executive Committee shall have at least one (1) meeting annually.

- a. The time and place for holding meetings shall be determined by the President or by a majority vote of the Executive Committee.
- b. When necessary, meetings may be conducted by mail, telephone or electronic messaging.
- c. Five (5) members shall constitute a quorum of the Executive Committee.

Section 3

The Executive Committee shall:

- a. fill vacancies occurring in the elective offices except in the office of President (see Article VII, Section 3 a);
- b. determine the amount of bond of the District LWML Financial Secretary, the Treasurer, and the Vice President of Servant Resources;
- c. promote the work and program of the District LWML;
- d. approve appointments of Archivist-Historian, Convention Coordinator, Parliamentarian, and chairmen of standing committees, as well as special committees as needed for the program and business of the District LWML, unless otherwise provided for in the Bylaws;
- e. approve the financial institutions for deposit of District LWML funds;
- f. determine the site of the biennial convention whenever such decision has not been made at the District LWML convention;
- g. plan and supervise the program of the biennial District LWML convention;
- h. prepare and present the work program to the Board of Directors and convention for adoption;
- i. approve societies formed in a setting other than a congregation, a campus, or a resident home.

ARTICLE XII - BOARD OF DIRECTORS

Section 1

- a. The Board of Directors shall consist of the elected officers of the District LWML, the zone Presidents, and the chairmen of the Structure Committee, the Nominating Committee and the Committee on Young Women as voting members. The Archivist-Historian, Parliamentarian, and the Pastoral Counselors shall be advisory members. Other appointed personnel and standing committee chairmen may attend at the invitation of the District LWML President.
- b. When a zone President is absent from a Board of Directors meeting or District LWML convention, any elected zone officer may be authorized to attend as the President's representative and shall have the privilege of voice and vote.

Section 2

- a. Regular meetings shall be held annually.
- b. In convention years, the annual meeting shall be held in the convention city prior to the biennial District LWML convention.
- c. Time and place for holding other meetings shall be determined by the President with the approval of the Executive Committee.
- d. Special meetings may be called by the Executive Committee or by written request of seven (7) voting members of the Board of Directors.

Section 3

Representation from a majority of the zones shall constitute a quorum.

Section 4

The Board of Directors shall:

- a. transact the business of the LWML between conventions;
- b. elect a President in the event a vacancy occurs in that office (see Article VII, Section 3 a);
- c. promote the work of the District LWML;
- d. consider and approve proposed bylaw amendments before presentation to the convention;
- e. approve the work program at the time of the District LWML convention;
- f. approve the cost of publication of the *District News*;
- g. select six (6) nominees for Pastoral Counselor to be submitted to the Nominating Committee.

Section 5

When necessary, meetings may be conducted by mail, telephone or electronic messaging.

ARTICLE XIII - PASTORAL COUNSELORS

Section 1

The Pastoral Counselors shall be two (2) pastors of the LCMS who are serving in the parish ministry of the Texas District LCMS and have served as Pastoral Counselor on the zone level. They shall serve for a term of four (4) years and be ineligible for reelection to consecutive terms. One (1) Pastoral Counselor shall be elected at each convention. A majority vote shall determine election. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.

Section 2

- a. The Board of Directors shall select six (6) nominees for approval by the President of the Texas District, LCMS, and submit these names to the Nominating Committee.
- b. From the names submitted and approved, the Nominating Committee shall:
 - 1) obtain written consent to serve, if elected;
 - 2) select two (2) candidates for Pastoral Counselor from those nominees expressing a willingness to serve.

Section 3

The Pastoral Counselors shall:

- a. serve the District LWML in an advisory capacity;
- b. attend the District LWML convention, meetings of the Executive Committee and the Board of Directors as non-voting members.
- c. when newly elected, attend the national LWML convention;
- d. serve as spiritual leaders to the officers and members of LWML;
- e. prepare devotions and worship services as requested;
- f. serve as doctrinal advisors to committees as assigned by the President.

Section 4

- a. In the event a vacancy occurs in the term of either Pastoral Counselor, such vacancy may be filled by the Executive Committee.
- b. A Pastoral Counselor may be removed from office prior to the expiration of his term by a vote of three-fourths ($\frac{3}{4}$) of all members of the Executive Committee provided that the members of the committee (including the individual Pastoral Counselor involved) are notified at least two (2) days prior to the committee meeting where such action is contemplated. The Pastoral Counselor shall be afforded the opportunity to be heard at such meeting.

ARTICLE XIV - FINANCES

Section 1

- a. All offerings in societies shall be collected through Mite Boxes or other voluntary means.
- b. Total Mite Box offerings shall be sent to the District LWML Financial Secretary.
- c. At least quarterly, the District LWML Treasurer shall remit twenty-five percent 25% or more of the total District Mite Box offerings to LWML for approved mission grants and administration of the LWML.
- d. The balance will be retained in the District LWML treasury and used for the approved mission grants and for the administration of the District LWML.

Section 2

The expense of the Board of Directors, Executive Committee, Committee Chairmen and other routine administrative expenses incurred in the management of the District LWML shall be paid from the District LWML treasury. Expenses shall include food, travel and lodging expense necessary for the attendance at meetings and the execution of duties.

Section 3

Travel expense to the District LWML convention and meetings will be paid according to the standard set forth in the Standing Rules.

Section 4

Delegates to the national LWML convention shall receive allowances to cover the cost of meals, lodging, travel, and registration fee from the District LWML Travel Fund (see Standing Rules). (The District LWML Travel Fund shares with each District LWML member the expense of delegates and District officers to attend the national LWML convention.)

Section 5

The newly-elected Pastoral Counselor and District officers, as well as the *District News* Editor, shall receive from the District LWML Travel Fund the same allowances as delegates to attend the national LWML convention.

Section 6

Voluntary offerings may be received at zone rallies and/or events to defray expenses for speakers, film, postage, etc., and the expenses for sending zone representatives to the District LWML convention or other events. Surplus money may flow into the District LWML treasury to support the approved District LWML mission grants.

Section 7

The offerings taken at the District LWML convention shall flow through the District LWML treasury and be disbursed as directed by the Board of Directors.

Section 8

District LWML conventions and Convention Coordinator expenses shall be funded by registration fees. These registration fees shall be determined by the Convention Host Committee and the Executive Committee of the District LWML and shall be paid by delegates and guests.

Section 9

District News cost of publication shall be underwritten by the District LWML.

ARTICLE XV - DEPARTMENTS AND STANDING COMMITTEES**Section 1**

- a. The departments shall be Christian Life, Communication, Gospel Outreach, Human Care, and Servant Resources, with a vice president serving as coordinator of each department. The coordinator shall be an ex officio member of any committees in the department of which she is not chairman (see Article IX).
- b. The standing committees shall be Christian Life, Communication, *District News* Staff, Gospel Outreach, Mission Grants, Human Care, Leader Development, Structure, Committee on Young Women, and Scholarship Endowment Fund.
- c. Standing committee members may be appointed by the standing committee chairmen, with the approval of the Executive Committee, except for the Scholarship Endowment Fund Committee members, who are appointed by the District LWML President and approved by the District LWML Executive Committee (see Article XV, Section 7). Committee members assume their duties upon approval.
- d. The standing committee members, with the exception of the Scholarship Endowment Fund Committee, shall serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) re-appointment.
- e. Any standing committee chairman may be invited to attend Executive Committee meetings when business pertaining to her committee is to come before the Executive Committee.

Section 2

The Christian Life Department, composed of the Vice President of Christian Life as coordinator and as many Christian Life Committee members as deemed necessary by the coordinator, shall:

- a. plan programs, provide materials, conduct workshops and seminars with District, zones, or societies, as requested, to enable women of the church to grow spiritually and to become active participants in spiritual development programs;
- b. plan, with the District President, the spiritual enrichment activities of the District convention.

Section 3

The Communication Department shall include the Communication Committee and *District News* Staff. The Vice President of Communication shall be coordinator of the Department.

- a. The Communication Committee, composed of the Vice President of Communication as chairman and as many members as deemed necessary by the chairman shall:
 - 1) produce, for use within the organization, publicity and promotional materials related to the program and work of the LWML;
 - 2) be responsible for maintaining the LWML District Web site;
 - 3) receive, compile, and distribute newsletters and information by electronic messaging and make such information available on the LWML District Web site;
 - 4) encourage and assist LWML zones and societies to publicize and promote their programs and events;
 - 5) interact with LCMS entities to inform them of mission and ministry of the LWML and to develop partner relationships;
 - 6) coordinate convention publicity.

- b. *District News Staff*, composed of a *District News Editor* appointed by the President and approved by the Executive Committee and as many members as deemed necessary by the editor, shall:
 - 1) be responsible for the official publication of the District LWML;
 - 2) have editorial privileges;
 - 3) have the editor appoint a pastoral advisor and a circulation manager, with the approval of the Executive Committee. The pastoral advisor may or may not be one of the District LWML Pastoral Counselors;
 - 4) have the editor prepare a report for the District LWML convention.

Section 4

The Gospel Outreach Department shall include the Mission Grants Committee and the Gospel Outreach Committee. The Vice President of Gospel Outreach shall be coordinator of the Department.

- a. The Mission Grants Committee, composed of the Vice President of Gospel Outreach as Chairman and as many members as deemed necessary by the chairman, shall function in the manner described in Article XVIII, and shall:
 - 1) investigate and evaluate each mission grant presented for consideration;
 - 2) present mission grants for approval by proper LCMS officials (see Article XVIII, Section 2);
 - 3) prayerfully select from the approved proposals those mission grants which shall appear on the ballot;
 - 4) publicize proposed mission grants in the *District News* or in a direct society mailing prior to the District LWML convention;
 - 5) present impartial evaluation of proposed mission grants to the District LWML convention;
 - 6) endeavor to carry on most of the work of the committee by correspondence;
 - 7) provide progress reports on adopted mission grants for the *District News* and the District LWML Web site.
- b. The Gospel Outreach Committee, composed of a chairman appointed by the President and approved by the Executive Committee and as many members as deemed necessary by the chairman, shall:
 - 1) encourage and equip women to personally share the Gospel with all people;
 - 2) provide suggestions and materials that will help Christians proclaim the Good News.

Section 5

The Human Care Department, composed of the Vice President of Human Care as coordinator and as many Human Care Committee members as deemed necessary by the coordinator, shall:

- a. alert members to opportunities and challenges for mission service in the church, community, and church-at-large;
- b. encourage active participation and provide materials and suggestions for mission service projects;
- c. serve as coordinator for the Texas District Lutheran World Relief Drive in cooperation with the three (3) synods of the Women of the Evangelical Lutheran Church of America in Texas.

Section 6

The Servant Resources Department shall include the Leader Development Committee, the Structure Committee, and the Committee on Young Women. The Vice President of Servant Resources shall be coordinator of the department.

- a. The Leader Development Committee, composed of the Vice President of Servant Resources as Chairman and as many members as deemed necessary by the chairman, shall:
 - 1) equip and encourage women by creating, developing, and providing ideas, techniques, and resources which will enrich and stimulate individuals to serve in leadership positions where God has placed them;
 - 2) with the assistance of the zone presidents, encourage women in established congregations, mission congregations, resident homes, on college campuses, or other settings to form and/or affiliate with the LWML;
 - 3) offer assistance to zones by:
 - a) providing encouragement, ideas, and materials for effective programming;
 - b) providing assistance for division of, formation of, or affiliation with zones upon request, using guidelines approved by the Executive Committee, synodical circuit lines preferred;
 - 4) have the committee chairman serve as credentials chairman for the District LWML convention;
 - 5) keep a record of zones, societies, and their respective officers and or committee chairmen;
 - 6) collect necessary statistics from zones for publication in convention manuals (both district and national levels).

- b. The Structure Committee, composed of a chairman appointed by the President and approved by the Executive Committee and as many members as deemed necessary by the chairman, plus the Parliamentarian as an ex officio member, shall:
 - 1) study the District LWML Bylaws and submit to the membership for consideration proposed amendments as deemed advisable, after they have been approved by the District LWML Executive Committee and the LWML Structure Committee;
 - 2) send the number of copies requested of any amendments or revisions of District LWML Bylaws to the LWML Structure Committee immediately after adopting;
 - 3) receive and examine all bylaws and amendments of all zones and societies as to their essential requirements and approve those not in conflict with the polices and object of the District LWML;
 - 4) have the committee chairman serve as an advisory member of the Executive Committee;
 - 5) have the committee chairman prepare a report for each regular meeting of the Executive Committee, Board of Directors and the convention.
- c. The Committee on Young Women, composed of no more than four (4) members, shall include a chairman appointed by the President and approved by the Executive Committee, and the outgoing District Young Woman Representatives, when feasible. The present District LWML Young Woman Representatives shall serve as advisory members. The committee shall:
 - 1) coordinate and publicize the Young Woman Representative Program for the District LWML;
 - 2) establish guidelines in accordance with directions of the LWML for selection of qualified representatives;
 - 3) maintain a resource library of young women's Bible studies, programs, and ideas;
 - 4) prepare a young woman's packet that would be shared upon request;
 - 5) correspond, as needed, with zone young woman representatives and zone presidents;
 - 6) have the chairman prepare a report for each regular meeting of the District LWML Executive Committee, Board of Directors, and the convention.

Section 7

The Scholarship Endowment Fund Committee shall be made up of three (3) LWML members appointed by the District LWML President and approved by the District LWML Executive Committee. A new member will be appointed at each convention to serve a term of six (6) years and shall not be eligible for re-appointment. A Pastoral Counselor will serve as an advisory member.

The committee shall:

- a. establish guidelines;
- b. determine the number of scholarships to be given each year; determine who will receive the scholarship(s); the amount of each scholarship; and the duration of the scholarship(s);
- c. forward names of recipients to the District LWML Executive Committee for ratification;
- d. notify recipients of their awards;
- e. authorize and assist the Lutheran Foundation of Texas in dispensing scholarship monies;
- f. be responsible for all publicity for application process and for recipient announcement;
- g. submit an annual report to the District LWML Executive Committee.

ARTICLE XVI - SPECIAL COMMITTEES

Section 1

The special committees shall be Tellers, Minutes Review, and Resolutions.

Section 2

The Tellers Committee, composed of a chairman and at least four (4) members appointed by the President and approved by the Executive Committee, shall:

- a. be responsible for distributing and collecting the ballots and tallying the vote;
- b. present the tally of the votes to the District LWML convention.

Section 3

The Minutes Review Committee, composed of a chairman and two (2) members appointed by the President and approved by the Executive Committee, shall work with the Recording Secretary in order to approve the convention minutes without delay.

Section 4

The Resolutions Committee, composed of a chairman and two (2) members appointed by the President and approved by the Executive Committee, shall:

- a. receive and present resolutions relating to expenditures at the District LWML convention for which there is no provision in the bylaws;
- b. receive, review, prepare, and present resolutions from individuals, societies, or zones, combining related requests into one (1) resolution. Resolutions may be deferred from consideration by the District LWML convention by a unanimous decision of the committee;
- c. prepare and present all courtesy resolutions.

Section 5

There may be other such committees as the Board of Directors and Executive Committee deem necessary to carry on the work of the District LWML. The assembly authorizing the committee shall determine the authority and the responsibility of the committee.

ARTICLE XVII - OFFICIAL PUBLICATION

Section 1

The official publication of the District LWML shall be the *District News*, and shall be compiled by the *District News* Staff and under the supervision of the Vice President of Communication.

Section 2

The purpose of the official publication shall be to:

- a. promote the object of the District LWML;
- b. inform the District LWML membership of the progress of the work of the officers, committees, and member societies.

ARTICLE XVIII - MISSION GRANTS

Section 1

Proposals for mission grants shall be submitted to the Vice President of Gospel Outreach of the District LWML by October 1 in odd-numbered years. The proposed mission grants may be submitted by individual members, societies, or zones of the District LWML and shall be signed by a local pastor or zone Pastoral Counselor.

Section 2

Proposals for mission grants shall be presented to the President and the Mission and Ministry Facilitator (MMF) Coordinator, Board of Mission Administration of the Texas District LCMS, and the District LWML Pastoral Counselors. Proposals outside of the Texas District shall be sent for approval to the Executive Director, Board for Mission Services for the LCMS. After these officials have approved the requests that are truly mission in character and merit the consideration of the District LWML, and after evaluation and selection by the Mission Grants Committee, the proposed mission grants shall be presented to the delegates in District LWML convention for consideration and action.

Section 3

The District LWML in convention shall adopt mission grants from the slate of approved proposals submitted by the Mission Grants Committee.

Section 4

The following stipulations shall be observed in the administration of the mission grant requests for funds:

- a. Requests shall not be made for any mission grants that necessitate a permanent subsidy from the funds.
- b. Requests shall not be made for any mission grants requiring borrowed funds.
- c. Requests shall not be made to cover deficits or shortages in the District LCMS treasuries.
- d. Responsibility of the District LWML ceases after mission grants have been completed.

Section 5

The Executive Committee shall give authority to the Vice President of Gospel Outreach to allocate money when it is available according to the urgency of the need. The following routine in handling District LWML mission grants shall be followed:

- a. The Vice President of Gospel Outreach, as the Mission Grants Committee Chairman, notifies the recipients of the favorable vote of the convention and instructs them to stay in communication with this chairman, notifying her when funds are needed.
- b. When funds are requested by the recipient and the mites are available, the President approves payment and the Mission Grants Committee Chairman obtains the check from the Treasurer, distributes it, and notifies the Vice President of Communication that payment has been made.

Section 6

New mission grants shall not be initiated until the previous ones have been completed. Mission grant money not used after a period of four (4) years from the time of adoption shall be returned to the District LWML treasury for reallocation. The Board of Directors has the authority to extend the time in case of extenuating circumstances.

Section 7

The Mission Grants Committee Chairman shall make progress reports of adopted mission grants to the Executive Committee. Mission grant funds approved by the convention and not used as proposed may be reallocated by the District LWML Board of Directors to the same recipient, if the need exists. If the mission grant is completely nonviable, and should there be a current mission grant that was incompletely funded by the convention for which the need still exists, the available funds may be reallocated to such mission grant by the Board of Directors up to the original amount requested. Otherwise, these and remaining funds shall be designated as excess funds (see Article XVIII, Section 8).

Section 8

Any excess funds, after all current mission grants are paid in full, shall be added to the amount designated for mission grants of the next biennium, over and above the adopted mission grant goals.

ARTICLE XIX – FISCAL YEAR

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

ARTICLE XX – EMERGENCY ACTION

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

ARTICLE XXI – PARLIAMENTARY AUTHORITY

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

ARTICLE XXII – AMENDMENTS

The bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the District LWML convention providing the proposed amendments have been approved by the LWML Structure Committee and published in the *District News* in an issue prior to the District LWML convention or in a mailing to the delegates. By majority vote, an approved proposed amendment may be presented to the District LWML convention without notice and shall require a three-fourths (3/4) vote for adoption.