

**LUTHERAN WOMEN'S MISSIONARY LEAGUE
TEXAS DISTRICT
STANDING RULES**

Acronym Keys: AC – Administrative Committee changed in 1984 to Board of Directors
BD – Board of Directors
EC – Executive Committee

1. The deadline for society statistical reports to the District Leader Development Chairman shall be in November. (AC 1970; amended AC 1977, EC 1994, 1998, 2002, 2009)
2. Societies shall pay for their subscriptions to the *LUTHERAN WOMAN'S QUARTERLY*. (Convention 1970; amended Convention 2008)
3. Societies are strongly encouraged to give an annual contribution per member designated for the Texas *District News* in the *Lutheran Witness* to pay the cost of the publication. (Convention 1972; amended AC 1977, Convention 2008)
4. Minutes of zone rallies shall be sent to the District President. (AC 1970; amended AC 1979)
5. Zones inviting any elected District officer to be their speaker at a rally are obligated to pay expenses. (AC 1973; amended AC 1977, EC 2009)
6. The deadline for nominations to the Nominating Committee Chairman shall be November 1st prior to the District convention. (EC 1986)
7. Campaigning, demonstrations, and politicking regarding grants and programs shall be limited to outside the convention floor. (AC 1975; amended Convention 1978, EC 2002)
8. The following guidelines for expenses shall apply to the Board of Directors and Standing Committee members when carrying out their responsibilities. (NOTE: For Convention Coordinator, expenses shall be reimbursed as a convention expense.)
 - a. **MILEAGE:** \$.40 per mile or most economical airfare
 - b. **MEALS:** En route on meeting days and during dates of meetings, up to \$35 per day
 - c. **LODGING:** Based on 2 people per room per night of meeting dates (EC 1976; amended EC 1978, 1979, 1983, 1984, 1992, 1996, 2002, 2008, 2010)
9. Appointed personnel or committee members with convention duties and serving as a convention delegate shall have expenses reimbursed according to Standing Rule #8, half by District and half by zone or society. (EC 2010)
10. The mission grants shall be voted on in the following manner:

Each voting delegate may vote for five (5) mission grants. The grants receiving the largest number of votes shall be declared accepted until the total grant amount is reached. If the amount does not come out even, then the remainder shall be given to the next in order of number of votes, even though it is not the full amount requested. (For example: Mission grant goal is \$50,000; first 7 grants voted in add up to \$48,000; the grant receiving the next largest number of votes requested \$6,000; they would only be awarded \$2,000 instead of full amount requested.) (EC 1977; amended EC 2002, 2009)
11. Proposed mission grants shall be presented to the convention in a video. Proposed grants must have no more than ten (10) photos submitted along with a commentary not to exceed two (2) minutes. The grant presentation shall become the property of the District LWML. (EC 1977; amended EC 1990, 1999, 2002, 2010)
12. The *District News* shall be extended to four (4) pages for the issue covering a District convention. (EC 1988)
13. Mites are to be reported each biennium in the convention manual. (Convention 1978, amended 1996, EC 2002, 2009)
14. Any zone or society wishing to host a District convention shall indicate this intent in a letter to the District President, requesting an "Application for Bid to Host District Convention" form, which also includes directives for a bid presentation at the convention. (EC 1979; amended EC 1984)

15. The Recording Secretary shall dispense with extra convention manuals in the following order:
 - a. give to zone presidents one copy per society in their zone not represented at the convention,
 - b. give to District President one copy for each Past District President not in attendance,
 - c. retain 10-20 copies for the next Convention Host Committee,
 - d. offer remaining copies at a charge determined by the Executive Committee to cover costs,
 - e. retain all remaining copies until the next convention. (EC 1984, amended EC 2009)
16. The Young Woman Representative program shall be maintained as follows:
 - a. Two (2) Young Woman Representatives from the District LWML shall be selected by the Executive Committee in odd-numbered years. Preferably the YWRs will be selected from different geographic areas of the District.
 - b. Zone Young Woman Representatives shall be selected following guidelines established by the District LWML Committee on Young Women and approved by the District LWML Executive Committee. (BD 1998; amended EC 2002; EC 2003)
17. Names and addresses of zone delegates and alternates to national convention shall be mailed to the District President by November 15 of the even-numbered years preceding the national convention. (EC 1986; amended EC 2002)
18. When District banners are requested for national convention, a banner design shall be solicited through the *District News*, to be submitted in color with fabric swatches one week prior to the Spring EC Meeting of the year of the national convention. The Executive Committee shall select one (1) and shall notify the person submitting the winning design. The entrant whose design was chosen shall then be responsible for executing the banner, including cross bar and cord, and shall be reimbursed by the District LWML for expenses incurred. The District LWML shall be the owner of the banner. (EC 1986; amended EC 1987, 1994, 2002, 2006)
19. The Texas District delegation to national conventions shall consist of delegates elected from each zone, the District President, *District News* Editor, newly elected District Young Woman Representative(s), newly elected District officers, and Pastoral Counselor.
 - a. Expenses of the delegation in attending the national convention shall be reimbursed using guidelines in Standing Rules #8a and #8b, plus registration fee. Lodging reimbursements should reflect actual expenses (shared equally among all room occupants) not to exceed one-half (1/2) the double occupancy rate at the headquarters hotel.
 - b. Delegation expenses shall be paid from monies collected from each zone. These monies shall be submitted to the District LWML Financial Secretary by March 31 in the odd-numbered years, using a per capita rate which is to be reevaluated after each convention. The society membership and individual members submitted on statistical report forms as of December 31 of the year immediately prior to the national LWML convention year shall be the basis used for assessment of travel fund monies from zones.
 - c. Advances may be obtained as necessary by special request to District President. (EC 1988; amended EC 1989, BD 1992, EC 1993, BD 1997, EC 2002, EC 2003)
20.
 - a. The following shall receive partial payment to the national LWML convention: previously-elected current officers and Pastoral Counselor, appointed officers, and committee chairmen for whom there are specific educational offerings and District nominees on the national LWML convention ballot not receiving expense assistance in another capacity.
 - b. The amount is to be determined at the Executive Committee meeting and approved by the Board of Directors in the spring prior to the national convention. This amount shall be equally divided among those who will attend, using the District expense guidelines in Standing Rule #8 as the maximum allowance. (EC, BD 1989; amended BD 1997, EC 2002)
21. The District LWML zones shall elect their president for terms of two (2) years in the fall of even-numbered years. (BD 1988)
22. Not more than \$15,000 will be held in reserve from District convention overages, to be applied to the expenses of the following District convention, thereby reducing registration fees. This fund of convention overages is to be called the Convention Overage Fund. Any funds in excess of the \$15,000 reserve will be designated at the discretion of the District Executive Committee with consideration of the best interests of the District Biennial Work Program. (BD 1995, amended BD 2008, BD 2009)
23. For the purpose of selecting mission grant proposals for the convention ballot, the Mission Grants Committee members and the designated District LWML Pastoral Counselor shall have voting privileges. The Mission and

Ministry Facilitator (MMF) Coordinator, Board of Mission Administration of the Texas District of The Lutheran Church--Missouri Synod or his representative shall serve as an advisor. (BD 1996; amended EC 2002)

24. LWML scholarship recipients for the year prior to and year following District convention will be introduced at convention and will have their registration fee waived. All other recipients present at convention will be recognized from the convention floor. (EC 1998)
25. The meeting to remove any officer from office shall be a closed meeting (see Article VII. Section 4; Article XIII. Section 4b). (Convention 2004)
26. Memorials will be collected from current Executive Committee members at its meetings for: 1) past and current national and District LWML Presidents, 2) current Zone Presidents, and 3) current Executive Committee members, spouses and children. Memorials will be collected at next scheduled Executive Committee meeting and deposited equally between the Scholarship Endowment and Mission Inreach Endowment. (EC 2009)
27. An account at the LWML Texas District's financial institution must be established in compliance with the Internal Revenue Service (IRS), using Employer Identification Number (EIN) #23-7540675. Additionally, the account name must appear as follows in order to keep its "not-for-profit" status: Lutheran Women's Missionary League Texas District. (EC 2011)