**BYLAWS**

**LUTHERAN WOMEN’S MISSIONARY LEAGUE**

**TEXAS DISTRICT**

*(Name of the Zone)*

*(Name of Group)*

*(Full Name of Church)*

*(City, State)*

**ARTICLE I — NAME**

The name of this organization shall be Lutheran Women’s Missionary League Texas District *(name of zone)* Zone *(LWML group name)* of *(full name of congregation)*, *(city),* Texas. This organization shall be affiliated with the Lutheran Women’s Missionary League (hereinafter referred to as LWML).

**ARTICLE II — OBJECT (MUST CONFORM)**

The object of this organization shall be:

* 1. to develop and maintain a greater mission awareness among the women of *(name of congregation)*;
	2. to provide opportunities for spiritual growth and Christian fellowship among the women of *(name of congregation)*;
	3. to gather funds for mission grants;
	4. to assist *(name of congregation)* in its ministry to build the Kingdom of God; *(or insert congregation’s mission statement)*; and
	5. to foster and support the program of the LWML.

**ARTICLE III — MEMBERS (MUST CONFORM)**

Any woman who is a communicant member of an LCMS church, who expresses a desire to join, and has made the object of the organization her own, is eligible for membership. She may only hold membership and vote in one LWML group.

**ARTICLE IV — CONVENTIONS**

Delegates and alternates shall be selected to represent the organization at LWML Texas District conventions.

**ARTICLE V — OFFICERS AND ELECTIONS**

**Section 1**

The elected officers shall be: President *(or coordinator, or director, or other title)*, Secretary *(or Recorder, or other title),* Treasurer *(may be combined with office of Secretary as Secretary-Treasurer)*. *[Include officer responsible for Christian Life (arranges for Bible studies and devotions)]\**

**Section 2**

These officers shall be elected by ballot at the *(season or month)* meeting to serve for a term of one (1) year *(or two years, or three, etc.)* or until their successors are elected, and shall be eligible for reelection. If there is only one (1) candidate per office a voice vote may be taken. A majority vote shall elect.

**Section 3**

Newly-elected officers shall assume their duties at the close of the meeting in which they were elected *(or insert date).*

**ARTICLE VI — DUTIES OF OFFICERS**

**Section 1**

The President shall:

1. preside at all regular and special meetings, or arrange for someone to do so;
2. be authorized to sign checks in the event of an emergency; and
3. perform such other duties as the organization may prescribe.

**Section 2**

The Secretary shall:

1. keep minutes of all regular and special meetings of this organization;
2. conduct needed correspondence;
3. keep records of current bylaws and standing rules; and
4. perform such other duties as the organization may prescribe.

**Section 3**

The Treasurer shall:

1. receive all moneys and deposit them in a financial institution approved by the members;
2. keep an itemized account of all receipts and disbursements;
3. make all authorized disbursements;
4. regularly remit Mite Box offerings to the LWML Texas District Financial Secretary;
5. submit regular financial reports to the organization;
6. submit records for financial review at the close of each fiscal year and with the change of officer; and
7. perform such other duties as the organization may prescribe.

**ARTICLE VII — MEETINGS**

Meetings shall be held as specified by the members. The members present at any duly called meeting shall constitute a quorum. Special meetings may be called by the President or at the request of *(insert number)* members.

**ARTICLE VIII — FINANCES**

**Section 1**

There shall be no dues, but voluntary offerings will be accepted at each regular meeting.

**Section 2**

Mite Box offerings shall be gathered at each regular meeting, and submitted to the LWML Texas District Financial Secretary.

**ARTICLE IX — FISCAL YEAR**

The fiscal year shall be from *(month, day)* to *(month, day)* inclusive.

 [If a group follows parliamentary authority, the following article should be included.]

**ARTICLE X — PARLIAMENTARY AUTHORITY (MUST CONFORM)**

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

**ARTICLE XI — AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting provided these bylaws have been approved by the District Structure Committee.

Charter Date:

Date of Last Revision:

*\*Suggested by LWML Texas District Structure Committee*