

STANDING RULES
LWML CAPITOL ZONE

1. Societies/Groups shall pay for their subscriptions to the *Lutheran Woman's Quarterly*. (DSR*, Spring Rally 2011, Spring Rally 2022)
2. Societies/Groups are encouraged to give extra contributions designated for *DISTRICT NEWS* to help defray cost of publication. (DSR*), (Spring Rally 2022)
3. Minutes of Zone Rallies should be sent to the District President, to all Zone officers, and to each Society/Group President of the Zone following approval of the Zone Executive Committee (EC). (DSR* & Bylaws, Spring Rally 2005, Spring Rally 2011, Spring Rally 2022)
4. LWML Texas District Convention and any District sponsored event expenses of registration, meals, lodging, and travel are to be paid for the Zone President. The Vice President of Christian Life & Gospel Outreach and the Vice President of Human Care & Organizational Resources will alternate as delegates or attendees and the delegate's or attendee's expenses will be paid the same as the President. The alternate to the President is the attending Vice President. (Spring Rally 2000, Fall Rally 2001, Fall Rally 2002, & Spring Rally 2005, Spring Rally 2022)
5. Monies for the National Travel Fund will be assessed by the Zone EC each year in January to be collected by the end of March. (Fall Rally 1979, Zone Executive Board 1993, Spring Rally 2000, Spring Rally 2005, & Spring Rally 2011, Spring Rally 2022)

In addition to this assessment, up to an additional \$1.50 per society member may be added each year to maintain the LWML Texas District Convention and Conference Fund. This fund will be used to cover the expenses of the Zone President and one of the Vice Presidents to attend the District Convention and any District sponsored event as stipulated in Standing Rule #4. It will also be used to cover the expenses of the Zone Young Woman Representative(s) and the Pastoral Counselor to attend the District Convention. All District Convention arrangements and expenses for Capitol Zone Representatives shall be coordinated through the Zone President. These expenses will be reimbursed as stipulated in Standing Rule #4 by the Zone according to LWML Texas District Standing Rule 8 which stipulates limits on mileage, meals, and lodging. (Spring Rally 2000, Fall Rally 2001, Fall Rally 2002, Spring Rally 2003, Spring Rally 2005, & Spring Rally 2011, Spring Rally 2022)

6. The Zone Secretary or Treasurer will serve as delegate to the LWML National Convention when two delegates are allowed on an alternating convention schedule.

The President will appoint an alternate delegate(s) from the Zone's Executive Committee, if necessary. (Fall Rally 1992, Spring Rally 2000, Fall Rally 2001, Spring Rally 2005, & Fall Rally 2012, Spring Rally 2022)

7. The schedule for Units hosting Rallies shall be as follows:

Trinity, Taylor
Hope, Austin
Grace, San Marcos
Our Savior, Austin
St. Paul, Thorndale
Redeemer, Austin
Hope LWML, Marble Falls / Mission Liberty Hill
Zion, Walburg
King of Kings, Round Rock
St. Paul, Austin
Faith, Georgetown
Good Shepherd, Cedar Park
Bethany, Austin
Christ Our Savior, Lago Vista

The Host Unit will be rotated according to this list. The first group listed after the host group will give the Response/Invitation to the next rally. The third group listed after the host will give the Opening Devotion. The sixth group listed after the host will give the Closing Devotion. (Spring Rally 2000, Spring Rally 2005, Spring Rally 2011, Fall Rally 2012, & Fall Rally 2015, Zone BOD Meeting Aug. 2019, Spring Rally 2021, Spring Rally 2022)

8. The Capitol Zone Newsletter will be published quarterly in the months of February, May, August, and November. (Spring Rally 2000 & Fall Rally 2001, Spring Rally 2022)
9. The speakers for the Zone Rally programs shall be coordinated by the Vice President of Christian Life & Gospel Outreach, with input from the host church regarding ingathering, and approval from the EC and the Pastoral Counselor. The Vice President of Christian Life & Gospel Outreach will communicate with all societies that have a role at the rally (host [offers welcome], upcoming rally host [offers response], opening devotion, closing devotion, etc.), based on the rotation list in SR 7 &, at least two months prior to the rally. Rally speakers are to be paid \$100.00 plus mileage, meals, and lodging expenses, when appropriate, at the rate allowed by the LWML Texas District. (Fall Rally 1991, Fall Rally 2001, Spring Rally 2005, Spring Rally 2011, Zone EC Meeting July 2017, Fall Rally 2018, Spring Rally 2022)
10. The Leader/Speaker for the Zone Retreat shall be coordinated by the Vice President of Human Care & Organizational Resources. Speaker suggestions shall be presented to the EC. The speaker must be approved by the EC and Pastoral Counselor. The Retreat Speaker is to be paid no more than \$500.00. Retreat Speaker expenses shall include meals, retreat lodging, and mileage, when appropriate, may be reimbursed at the rate allowed by the LWML Texas District. All travel expenses should not exceed \$400. If the Zone Pastoral Counselor participates in the Capitol Zone Retreat, his mileage is to be reimbursed at the rate allowed by the LWML Texas District. His lodging and meals at the retreat location will also be paid. (Fall Rally 1991, April 24 1997 Executive Board Meeting, Fall Rally 2001, Spring Rally 2005, Spring Rally 2011, Spring Rally 2013, Zone EC Meeting July 2017, Fall Rally 2018, Spring Rally 2022)

11. Zone Retreat registrants who do not attend the retreat will be refunded all except \$10 of their registration fee. It will be retained by the Zone to cover registration expenses. (Spring Rally 1993, Zone EC Meeting July 2017, & Fall Rally 2018, Spring Rally 2022)
12. Zone Retreat Scholarship applicants are to contact the Vice President of Human Care & Organizational Resources at least two weeks prior to the Retreat. The Vice President of Human Care & Organizational Resources in turn presents to the EC the number of applicants and a recommendation. The final decision rests with the EC. The Vice President of Human Care & Organizational Resources will notify the recipient(s) as soon as possible.

Registration for teens will be 50% of registration fees. (Policy adopted Fall Rally 1996; revised Spring Rally 2005, Spring Rally 2022)

13. The Zone Young Woman Representative(s) (YWR) serves for a period of two years with responsibilities as stipulated by the LWML Texas District. A Zone YWR shall serve no more than two terms. She is invited to Zone EC and Zone Board of Directors meetings as an advisory member. Individual societies/groups shall reimburse the YWR(s) for speaking engagement travel expenses in their respective societies/groups. (Fall Rally 2001, Spring Rally 2005, & Fall Rally 2015, Spring Rally 2022)
14. The Zone Spring Rally will be held on the last Sunday in April each year unless Easter Sunday or a conflict at the host congregation prevents this; in which case the host congregation is to present a recommendation to the Zone EC for an alternate date and time no later than January 1 of that year. A decision on the alternate date will be made by the EC at least three (3) months in advance of the date of the Spring Rally of that year. The Fall Rally will be held on the first Sunday in October each year. (Fall Rally 2002 & Spring Rally 2005, Spring Rally 2022)
15. Societies/groups are encouraged to give extra contributions so that the Capitol Zone can cover travel fund assessments and subscriptions to the *Lutheran Woman's Quarterly* for active members and advisors of the Concordia University, Helping Hands Society. (Spring Rally 2011, Fall BOD Meeting 2017, & Fall Rally 2018, Spring Rally 2022)
16. An account at the zone'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, Capitol Zone.

A Financial Review Committee of two (2) or more shall be appointed by the President to conduct a financial review of the records every four (4) years or prior to a new Treasurer. (DSR*, Spring Rally 2011, Spring Rally 2022)

17. Elected and appointed personnel, upon completion of their tenure, agree to remain in an advisory capacity for their successor, if requested. (Zone EC Meeting July 2017, Spring Rally 2022)
18. Zone elected and appointed personnel will coordinate with the Vice President of Communication to publicize information and events relative to their roles of responsibility in all appropriate online communications. (Zone EC Meeting July 2017, Spring Rally 2022)
19. Auction proceeds from the Zone Retreat go to Retreat Fund. (Spring Rally 2022)

***DSR = District Standing Rule *SR = Spring Rally *FR = Fall Rally**