

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

The object of this organization shall be:

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

ARTICLE III — MEMBERS

Any woman who is a communicant member of a congregation of The Lutheran Church—Missouri Synod, and 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:

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

Section 2

The Secretary shall:

- a. keep minutes of all regular and special meetings of this organization;
- b. conduct needed correspondence;
- c. keep records of current bylaws and standing rules; and
- d. perform such other duties as the organization may prescribe.

Section 3

The Treasurer shall:

- a. receive all moneys and deposit them in a financial institution approved by the members;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements;
- d. regularly remit Mite Box offerings to the LWML Texas District Financial Secretary;
- e. submit regular financial reports to the organization;
- f. submit records for financial review at the close of each fiscal year and with the change of officer; and
- g. 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

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*

[Suggested] STANDING RULES

1. Rules that relate to detail of the administration of a group rather than to a parliamentary procedure. For example: items that may need frequent changing such as meeting information, ad hoc committees, convention expenses for delegates, etc. Standing Rules can be adopted or changed by majority vote at any group meeting and do not require Texas District Structure Committee approval.
2. An account at the group's financial institution must be established in compliance with the Internal Revenue Service (IRS). New accounts should use Employer Identification Number (EIN) #23-7540675. Contact the LWML Texas District Treasurer prior to opening a new account for guidance. Additionally, the account name must appear as follows in order to keep its not-for-profit status: Lutheran Women's Missionary League Texas District _____ Group *(date of adoption)*.