

**BYLAWS**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE**  
**TEXAS DISTRICT**  
**(name) ZONE**

**ARTICLE I — NAME**

The name of this organization shall be Lutheran Women's Missionary League Texas District \_\_\_\_\_ Zone (hereinafter referred to as zone). The LWML Texas District (hereinafter referred to as district) is a subordinate organization of the Lutheran Women's Missionary League (hereinafter referred to as LWML).

**ARTICLE II — OBJECT**

The object of this zone shall be:

- a. promote the LWML objects: mission education, mission inspiration, mission service, and mission grants;
- b. support the programs of the LWML and the district;
- c. provide opportunities for spiritual growth and Christian fellowship among the women of the zone;
- d. provide opportunities for leader training; and
- e. provide representation at LWML conventions in accordance with LWML bylaws.

**ARTICLE III — MEMBERS**

**Section 1**

- a. The zone shall be composed of LWML groups in congregations of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS), on college campuses, in resident homes, or other settings, and individual members within the geographic boundaries of the zone.
- b. If there is more than one (1) group in a congregation or other setting, the groups in a single setting shall be considered one (1) unit for the purpose of representation at LWML conventions.

**Section 2**

An individual member:

- a. is not considered an LWML group or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the group in her congregation for any reason or is a member of an LCMS congregation which does not have a group affiliated with LWML;
- c. may attend zone meetings and conventions;
- d. shall have voice and vote at zone meetings [*or not ...as determined by each zone*];
- e. 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; and

- f. may also be elected as a zone delegate to the LWML convention.

### **Section 3**

Application for both individual and LWML group membership is made to the district as specified in the district bylaws.

## **ARTICLE IV — CONVENTIONS**

### **Section 1**

Zone representation at district conventions shall be as follows:

- a. One (1) certified delegate is sent from each LWML group 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. The Zone President, as a member of the district Board of Directors, attends the district convention with voice and vote. Should she be unable to attend, an elected zone officer may attend in her place and shall have voice and vote.
- c. Each certified delegate shall have a certified alternate to the convention when possible.
- d. The names of the certified delegates and alternates shall be submitted to the District Leader Development Committee Chairman no later than three (3) weeks prior the convention by the Zone President.
- e. In the event neither the delegate nor the alternate is able to serve, a member of the same group may serve as delegate upon certification in writing by her LWML group president and presentation to the District Leader Development Committee Chairman.

### **Section 2**

Zone representation at LWML conventions shall be as follows:

- a. One (1) certified delegate is sent from each zone having ten (10) or fewer units and one (1) certified delegate is sent for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention. (Note: All LWML groups in one congregation or setting are considered as one member unit for the purpose of representation at LWML conventions.)
- b. Each certified delegate shall have a certified alternate if possible.
- c. The names of the delegates and the alternates shall be presented to the District President in accordance with the district bylaws for certification.
- d. In the event neither the delegate nor the alternate is able to serve, a member of this zone may serve as a delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary.

## **ARTICLE V — OFFICERS AND ELECTIONS**

### **Section 1**

The elected officers shall be: President, Vice President, Secretary, and Treasurer. *[Other titles may be used for these positions; and if the zone has additional elected officers, they should be added here and in the following sentence.]* The President and Vice President shall be elected in even-numbered years, and the Secretary and the Treasurer shall be elected in odd-numbered years. *[Note: If it is considered desirable that the Vice President follow the*

*President after her tenure as VP, then the two officers should be elected in the same year. The President must be elected in even-numbered years.]*

## **Section 2**

Officers shall be elected by ballot at the fall rally to serve for a term of two (2) years or until their successors are elected and shall be eligible for one (1) 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 are elected *[or insert date]*.

## **Section 4**

Each officer shall keep notes and operational material pertinent to the responsibilities of the office and, with the exception of the Treasurer, pass them on to their successors within thirty (30) days after the election. The Treasurer shall pass along all records and materials pertaining to her office within sixty (60) days of the election.

## **Section 5**

In the event of a vacancy of an office, the Zone President, with Executive Committee (herein referred to as the EC) approval, shall appoint a new officer to serve until the next election. In the event of a vacancy in the office of the President, the Vice President shall complete the President's term and shall assume all her duties. *[If this section is added as worded, then be consistent by adding this to the President's duties in Article VI and to the EC's duties in Article X.2e.]*

## **ARTICLE VI — DUTIES OF OFFICERS**

*[Check district bylaws for additional duties required by the district.]*

### **Section 1**

The President shall:

- a. preside at all zone rallies and other zone meetings and all meetings of the zone EC;
- b. attend meetings of the district Board of Directors (hereinafter referred to as the board) and have voice and vote (when a Zone President is absent from a board meeting or district convention, any elected officer of that zone may be authorized to attend as the President's representative and shall have the privilege of voice and vote);
- c. as a member of the board, attend the district convention with voice and vote;
- d. serve as a delegate to the LWML conventions;
- e. fill officer vacancies with EC approval;
- f. appoint committees, chairmen, pastoral counselor/or appointed personnel with EC approval;
- g. serve as ex officio member of each committee except the Nominating Committee; and
- h. perform such duties as the EC may prescribe.

### **Section 2**

The Vice President may perform the duties of the office of President when requested to do

so by the President and shall:

- a. fill a permanent vacancy in the office of the President;
- b. *[here and in subsequent sentences, list additional duties the Zone requires of the Vice President];* and
- c. perform such other duties as the EC may prescribe.

### **Section 3**

The Secretary shall:

- a. keep minutes of all rallies and meetings of the zone and of the EC or designate another person to substitute if she is unable to attend;
- b. keep an updated list of all zone and group officers, and individual members, and furnish same to all zone officers and group presidents;
- c. send copies of EC meeting minutes to all members of the EC within thirty (30) days of each meeting;
- d. provide one (1) copy of rally or other zone meeting minutes to each local group, each individual member, and each member of the EC within thirty (30) days of such meeting;
- e. conduct needed correspondence;
- f. provide notices of all zone meetings and activities to all groups and individual members *[unless zone has a communication chairman to handle this responsibility];*
- g. provide zone minutes to the District President and District Archivist-Historian as directed in the district bylaws and standing rules; and
- h. perform such other duties as the EC may prescribe.

### **Section 4**

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the zone EC;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements;
- d. submit financial reports at each EC meeting and each regularly scheduled zone rally or meeting;
- e. submit records for financial review at the close of each fiscal year and with the change of officer; and
- f. perform such other duties as the EC may prescribe.

### **Section 5**

*[If there are additional elected zone officers, their duties should be spelled out in this and subsequent sections.]*

## **ARTICLE VII — NOMINATIONS**

### **Section 1**

A Nominating Committee of at least three (3) members shall be elected at the rally preceding elections.

## **Section 2**

The Nominating Committee shall:

- a. solicit from members names of nominees for positions to be filled;
- b. receive from nominees consent to serve if elected; and
- c. prepare printed ballots with the names of candidates printed in alphabetical order for each office to be filled.

## **Section 3**

Nominations of qualified candidates may be made from the floor, provided consent to serve if elected has been obtained from the candidate.

## **ARTICLE VIII — APPOINTED PERSONNEL**

### **Section 1**

The appointed personnel shall be the Archivist-Historian, Parliamentarian, and Communication Chairman and shall:

- a. be appointed by the President with the approval of the EC and serve for a term of two (2) years and be eligible for reappointment;
- b. attend EC meetings in an advisory capacity; and
- c. keep notes and materials pertinent to the office and transfer them to their successors within thirty (30) days after the termination of their appointment.

### **Section 2**

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical value to the zone;
- b. write a biennial history of the zone and send to the District Archivist-Historian; and
- c. send material of historical value to the District Archivist-Historian.

### **Section 3**

The Parliamentarian shall:

- a. attend all zone rallies and meetings and serve as adviser on parliamentary procedure upon request; and
- b. serve as ex-officio member of the Organizational Resources Committee when it amends the bylaws.

### **Section 4**

The Communication Chairman shall:

- a. be alert for news from the zone and submit articles and information to the district newsletter as directed in the district bylaws;
- b. be coordinator of publicity for all zone functions;
- c. notify all groups and individual members of zone activities; and
- d. perform other duties as requested by the EC.

## **ARTICLE IX — MEETINGS**

### **Section 1**

The zone shall hold at least two (2) rallies or zone meetings per year in the spring and fall for the

purpose of Christian fellowship and conducting the business of the zone. Additional zone activities such as retreats, workshops, Gospel outreach activities, prayer services, etc. may be held as deemed necessary by the EC.

### **Section 2**

All members of local groups and individual members in the zone may attend zone functions and have voice and vote. Members present at any rally or zone meeting shall constitute a quorum.

### **Section 3**

*[In this section, or in a standing rule, outline the method for selecting rally sites and responsibilities for hosting zone events.]*

## **ARTICLE X — EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee shall be composed of the elected officers, standing committee chairmen, and group presidents with appointed personnel and Pastoral Counselor serving as advisors. A majority of the voting members shall constitute a quorum.

### **Section 2**

The Executive Committee shall:

- a. meet before each rally and at other times at the call of the President;
- b. conduct the business of the zone between rallies and other regularly scheduled zone meetings;
- c. with the President, plan zone activities and functions;
- d. assist the President in implementing LWML, district, and zone activities and programs;
- e. approve President's appointments of standing committees, chairmen and Pastoral Counselor;
- f. fill vacancies in elected offices; and
- g. approve the financial institution in which funds are deposited.

## **ARTICLE XI — PASTORAL COUNSELOR**

### **Section 1**

The Pastoral Counselor shall:

- a. be an LCMS pastor serving a parish within the zone;
- b. be appointed by the President with the approval of the EC;
- c. serve a term of two (2) years and be eligible for one (1) reappointment;
- d. attend all zone functions and EC meetings, serving in an advisory capacity;
- e. serve on the Christian Life Committee;
- f. prepare a short Bible study for EC meetings as requested by the President;
- g. attend district conventions, serving in an advisory capacity;
- h. approve recipients for special designated offerings and Gifts from the Heart (ingatherings); and
- i. perform other duties as requested by the President and EC.

## **ARTICLE XII — STANDING COMMITTEES**

### **Section 1**

The Standing Committees shall be: Christian Life, Gospel Outreach, and Organizational Resources. The Committee Chairmen shall be voting members of the EC. Committees shall:

- a. be composed of a chairman and two (2) members appointed by the EC;
- b. serve a term of two (2) years and may be reappointed to one (1) additional term;
- c. serve as liaison with their corresponding committee at the district level; and
- d. keep records and materials pertinent to the committee and turn over to their successors within thirty (30) days of end of term of office.

### **Section 2**

The Christian Life Committee shall:

- a. prepare devotions for zone rallies and other functions when requested to do so by the EC;
- b. with the EC, plan zone retreats and prayer services;
- c. publicize Christian Life materials available on the LWML website;
- d. encourage use of inspirational materials within the groups; and
- e. perform other duties as requested by the EC.

### **Section 3**

The Gospel Outreach Committee shall:

- a. publicize LWML and district mission grants and report on their progress;
- b. encourage use of the Mite Box and voluntary contributions to the LWML and district mission grants;
- c. plan Gospel outreach activities for members of the zone such as sharing the Gospel with residents in nursing homes or veterans' facilities, conducting inner city Vacation Bible Schools, etc.;
- d. encourage groups to use Gospel outreach materials available on the LWML website;
- e. plan zone Gospel outreach service event activities in which members can reach out in Christian love to those in their community who are hurting and in need;
- f. plan zone service projects such as ingatherings for Lutheran World Relief, food banks, shelters, nursing homes, etc;
- g. promote Gospel outreach projects of the district and LWML; and
- h. perform other duties as requested by the EC.

### **Section 4**

The Organizational Resources Committee shall:

- a. serve as encouragers to the LWML groups and lead them through the long-range planning process when requested to do so;
- b. plan leader development activities for zone rallies or other functions that help zone members recognize and use their leadership skills;
- c. encourage local groups to use organizational resource materials available on the LWML website;
- d. be responsible for keeping the zone bylaws current, suggesting to the EC amendments it deems necessary;
- e. present all bylaws amendments or revisions to the District Structure Committee for

- review before presenting to the zone members for approval;
- f. send the required number of copies of zone bylaws to the District Structure Committee Chairman for filing after adoption by the zone members;
- g. review and keep a file of group bylaws and encourage local groups to keep their bylaws current; and
- h. perform other duties as requested by the EC.

### **Section 5**

There may be other standing committees or special committees added as the zone or EC deem necessary.

## **ARTICLE XIII — FINANCES**

### **Section 1**

The zone shall:

- a. adopt no mission grant projects; and
- b. promote use of the Mite Box and voluntary contributions by zone members to the LWML and district mission goal.

### **Section 2**

The zone may:

- a. collect registration fees or an offering at rallies or other zone functions to cover zone expenses such as:
  - 1) honorarium for speaker, rental of audio-visual materials, or other program aids;
  - 2) food preparation when meal is served at zone function;
  - 3) printing, postage, telephone, fax;
  - 4) convention expenses for delegate, pastoral counselor and young woman representative(s);
  - 5) district assessments; and
  - 6) other costs approved by the EC.
- b. designate a special offering and/or Gifts from the Heart (ingathering) for prayer services, retreats, servant events, etc. and secure the zone Pastoral Counselor's approval of the designated recipient.

### **Section 3**

*[Other zone financial policies may be listed in this section and subsequent sections if necessary.]*

## **ARTICLE XIV — FISCAL YEAR**

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

*[Note: as nearly as possible, the fiscal year should coincide with the Treasurer's term of office so that the books can be closed, reviewed, and turned over to the new officer in a timely manner.]*



**ARTICLE XV — PARLIAMENTARY AUTHORITY**

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

**ARTICLE XVI — AMENDMENTS**

**Section 1**

- a. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regularly scheduled zone meeting. The proposed amendments shall have been approved by the District Structure Committee and then sent to each member group and individual member sixty (60) days prior to the meeting in which they will be considered for adoption.
- b. By unanimous vote a proposed amendment may be presented to a rally or other regularly scheduled zone function without prior notice. A three-fourths (3/4) vote of the voting assembly shall be required for adoption.

**Section 2**

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the District Structure Committee Chairman for review before being presented to the zone membership for adoption.
- b. Upon adoption by the zone, the required number of copies shall be submitted to the District Structure Committee Chairman for filing.

Date zone became member of LWML Texas District \_\_\_\_\_

Date of original bylaws \_\_\_\_\_

Date of last amendments to bylaws \_\_\_\_\_

***[Suggested]* STANDING RULES**

- 1. Method of selecting delegates to district convention (date of adoption).
- 2. Method of selecting delegates to LWML conventions (date of adoption).
- 3. Rotation for hosting zone events (date of adoption).
- 4. 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  
 \_\_\_\_\_ *Zone (date of adoption).*