

DUTIES OF OFFICERS AND NOMINATING COMMITTEE TO BE ELECTED AT THE 2024 LWML TEXAS DISTRICT CONVENTION

ARTICLE VII — ELECTED OFFICERS AND ELECTIONS

Section 2

- a. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for consecutive election to the same office. An officer who has served half a term or longer is considered having served a full term. Newly elected officers shall assume their duties at the close of the convention in which they are elected.

ARTICLE IX — DUTIES OF OFFICERS

Section 1 - President

The President shall:

- a. preside at all conventions of the LWML District and at all meetings of the Executive Committee and Board of Directors;
- b. be responsible for appointing standing committee chairmen, appointed personnel, and special committees with the approval of the Executive Committee, unless otherwise provided for in the bylaws;
- c. appoint emergency committees and advise the Executive Committee promptly of this action;
- d. be an ex officio member of all departments and committees except the Nominating Committee;
- e. appoint the following special committees prior to the LWML District convention: Minutes Review, Tellers, and Resolutions;
- f. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the LWML District Treasurer for issuance of checks;
- g. be responsible for execution of all resolutions passed by the convention body, Board of Directors, and Executive Committee;
- h. report to the Executive Committee and the Board of Directors;
- i. present a report to the convention, including a report of the activities of the Board of Directors;
- j. be a member of the LWML Presidents Assembly. If unable to attend a Presidents Assembly meeting or LWML convention, any elected LWML District officer shall be authorized to attend as the district's representative and shall have voice and vote.

Section 2 — Vice President of Christian Life

The Vice President of Christian Life may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. be coordinator of the Christian Life Department;
- b. be chairman of the Christian Life Committee;
- c. report to the Executive Committee and to the Board of Directors;
- d. prepare a report for the LWML District convention;
- e. perform other duties as set forth in the Job Description and as requested by the President.

Section 5 — Vice President of Organizational Resources

The Vice President of Organizational Resources may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. in the event of an emergency or unexpected vacancy in the office of the President fill the temporary vacancy until the President is able to resume her duties or until an election is held by the Board of Directors;
- b. in an emergency, be authorized to sign checks for the financial officers;
- c. be coordinator of the Organizational Resources Department;
- d. be chairman of the Leader Development Committee;
- e. report to the Executive Committee and to the Board of Directors;
- f. prepare a report for the LWML District convention;
- g. perform other duties as set forth in the Job Description and as requested by the President.

Section 7 — Financial Secretary

The Financial Secretary shall:

- a. receive all moneys and deposit them in financial institutions approved by the Executive Committee;
- b. keep an itemized account of all receipts;
- c. transfer to the Treasurer all moneys received;
- d. provide a financial report for each regular meeting of the Executive Committee, the Board of Directors, and the convention; send a monthly report of receipts to the President, Vice President of Organizational Resources, and Treasurer;
- e. compute delegate travel expense to the LWML convention and make recommendation to the LWML District Executive Committee of amount to be contributed from each member toward the LWML District Travel Fund;

- f. submit records for financial review at the end of each LWML District biennium;
- g. report to the Executive Committee and to the Board of Directors;
- h. perform other duties as set forth in the Job Description and as requested by the President.

Also recommend that you read ARTICLE XV — DEPARTMENTS AND STANDING COMMITTEES for further duties of the Vice Presidents as Coordinators of a Department. The district bylaws can be accessed on the district website lwmltxdist.org/bylaws.

ARTICLE VIII — NOMINATIONS

Section 1

A Nominating Committee of three (3) members shall be elected by ballot at each convention from a slate of seven (7) candidates from at least four (4) zones. A member is not eligible to serve consecutive terms. Plurality vote shall elect.

- a. The candidate receiving the highest number of votes shall be the chairman and shall become a voting member of the Board of Directors.
- b. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

Section 2

Groups and zones shall submit names for elective offices and Nominating Committee candidates. Nominees shall be active members of the LWML and, except for the offices of Recording Secretary, Financial Secretary, and Treasurer, shall have previously served as an elected or appointed zone officer and shall have previously served at least one complete term as a member of a zone Board of Directors.

Excerpted from LWML Texas District bylaws dated June 2022.