

# ORGANIZATIONAL RESOURCES

## Timeline

### 1. Membership Reports

- Membership reports will be mailed to zone presidents via email and/or USPS on or before September 1 each year and distributed to each group and individual member in her zone. They will also be available on the website at *lwmltxdist.org*.
- Membership reports are due back to District Vice President of Organizational Resources by November 1 of each year after the zone president has collected forms from each group and individual member in her zone.

### 2. District Convention Delegation

- Delegation to district conventions is comprised of LWML Texas District Board of Directors (voting members of the LWML Texas District Executive Committee, appointed committee chairmen, and zone presidents), past District Presidents and group delegates.
- Certification documentation is mailed to group presidents and zone presidents, along with a registration packet via USPS by March 1 of even-numbered years.
- Group certified delegate forms are due back to zone presidents by May 1 of even-numbered years.
- Zone presidents are to mail zone and group delegate forms to arrive in the hands of the District Vice President of Organizational Resources no later than May 15 of even-numbered years. These forms may be sent via email or USPS.

### 3. Additional Information

- Further organizational resources or leader development information may be found at *lwmltxdist.org* under the membership tab. You can also reach the District Vice President of Organizational Resources at *organizationalresources@lwmltxdist.org* (including new group formation, individual membership, zone merging, etc.).
- The Organizational Resources Department also includes the Structure Committee, Teen LWML, the Committee on Young Women, and Heart to Heart Sisters (see respective sections of the *Leader's Manual*). You may contact the District Vice President of Organizational Resources for information on any of these areas.

## PROCEDURES FOR MEMBERSHIP AS A GROUP

### Lutheran Women’s Missionary League Texas District

1. A group of women in a Texas District of The Lutheran Church—Missouri Synod congregation may seek membership as a group in the Lutheran Women’s Missionary League Texas District. Such indication is made in writing to the LWML District Vice President of Organizational Resources who also serves as Leader Development Committee Chairman. The LWML Texas District Bylaws gives the guidelines for a group membership.

#### *Article IV - Members*

##### *Section 2*

*Group membership in the LWML District shall be processed by:*

- a. notifying the LWML District President or the Leader Development Committee Chairman;*
  - b. submitting a completed and signed “Statement of Intent” form to the Leader Development Committee Chairman; indicating compliance with the LWML Articles of Incorporation and the Bylaws of the LWML District;*
  - c. submitting within one (1) year of its formation a copy of proposed bylaws to the LWML District Structure Committee Chairman for approval;*
  - d. submitting names and contact information of officers and/or LWML contact person to the Leader Development Committee Chairman;*
  - e. receiving an official Membership Charter.*
2. The Leader Development Committee Chairman shall send a packet of information containing the *Procedures for Membership as a Group* handout, a *Statement of Intent* form, general information about LWML and sample bylaws, and include the name of the zone president.
  3. The group indicating interest in LWML membership returns the *Statement of Intent* form with names and contact information of officers or contact person to the Leader Development Committee Chairman as soon as the group votes to join the LWML.
  4. The Leader Development Committee Chairman sends the *Certificate of Membership* form as a group in the LWML Texas District to the group’s president and the *Directives for Groups in the LWML Texas District* handout.
  5. The group is added to the *Lutheran Woman’s Quarterly* distribution list.
  6. The group’s zone president, the LWML Texas District President and the LWML President will be notified that the membership requirements have been completed.
  7. The LWML President and the District President send to the new group a letter of welcome and advise the new group to download any sections of the *LWML Handbook* they may find helpful from the LWML website and also encourage them to check out all the resources available throughout the website.
  8. Using the sample bylaws, the group submits **within one year** of its formation proposed bylaws to the District Structure Committee Chairman for review.

**STATEMENT OF INTENT FOR GROUP MEMBERSHIP IN THE  
LUTHERAN WOMEN'S MISSIONARY LEAGUE  
TEXAS DISTRICT**

The \_\_\_\_\_ organization  
*Name of Organization*

of \_\_\_\_\_ Lutheran Church  
*Name of Church*

in \_\_\_\_\_ Texas resolved  
*City of Church*

on \_\_\_\_\_ (date) to make application for affiliation with the *Lutheran Women's Missionary League Texas District* of The Lutheran Church—Missouri Synod, as an LWML group, in order to carry out the object of the LWML together with other groups.

\_\_\_\_\_  
*Signature of Organization President* (print) Church Mailing Address

\_\_\_\_\_  
*Signature of Congregational Pastor* (print) City and ZIP+4

\_\_\_\_\_  
*Signature of Congregational President* Current group membership \_\_\_\_\_

Number of **QUARTERLY** subscriptions: Regular print \_\_\_\_\_ Large Print \_\_\_\_\_  
(subscriptions mailed to church mailing address)

**PRESIDENT or Contact Person**

**TREASURER**

\_\_\_\_\_  
*(print) Name*

\_\_\_\_\_  
*(print) Mailing Address*

\_\_\_\_\_  
*(print) City/ZIP+4*

\_\_\_\_\_  
*(print) Phone Number*

\_\_\_\_\_  
*(print) Email Address*

**Return to:** LWML Texas District Leader Development Committee Chairman (Vice President of Organizational Resources). Scan and email completed form to [organizationalresources@lwmltxdist.org](mailto:organizationalresources@lwmltxdist.org) or contact her by email for a mailing address.

## **INDIVIDUAL MEMBERSHIP**

### **LUTHERAN WOMEN'S MISSIONARY LEAGUE TEXAS DISTRICT**

#### What is Individual Membership?

- Individual membership is available to women in LCMS congregations with or without a group affiliated with the LWML. (See also *LWML Handbook* at *lwml.org*).
- Women may have an interest in mission and ministry of LWML and wish to be part of the organization but cannot, for a variety of reasons, attend group meetings. Individual membership is designed for these women.

#### Qualifications for Individual Membership

- Is a communicant member of an LCMS congregation.
- Supports the mission and ministry of LWML.
- Desires to participate in LWML activities.

#### Process for Becoming an Individual Member

- Request for recognition as an individual member should be made, either verbally or in writing, to the District Vice President of Organizational Resources.
- The District Vice President of Organizational Resources sends a Mite Box, general information about the LWML, and other pertinent LWML materials to the individual member, including a *Statement of Intent* form.
- The District Vice President of Organizational Resources arranges to have the individual member included in district mailings; and notifies the president of the zone in which the member resides, encouraging addition of the individual member in zone mailings.

#### Privileges of Individual Membership

- Participate in a variety of LWML events and activities.
- Has voice and vote at zone events (see district bylaws for complete voting privileges).
- If desired, may hold elective office in the zone, district, and national level of LWML.
- Is eligible to serve as a delegate/alternate to district and national conventions.
- Is eligible to serve on district and national committees and to be nominated for zone, district, and national office.

#### Responsibilities of Individual Membership

- Sends mite offerings to the LWML Texas District.
- Understands the purpose of LWML and support LWML mission grants and programs.
- Subscribes to the *Quarterly*.
- Supports the zone travel fund at rate commensurate to members in groups.
- **Annually completes** an *Individual Membership Form* for statistical reporting.

**STATEMENT OF INTENT FOR INDIVIDUAL MEMBERSHIP IN THE  
LUTHERAN WOMEN'S MISSIONARY LEAGUE  
TEXAS DISTRICT**

I \_\_\_\_\_, a communicant member  
*Individual's Name*

of \_\_\_\_\_ Lutheran Church  
*Name of Church*

in \_\_\_\_\_ Texas resolved  
*City of Church*

on \_\_\_\_\_ (date) to make application for affiliation with the  
*Lutheran Women's Missionary League Texas District* of The Lutheran Church—Missouri Synod,  
as an individual member of the LWML, in order to carry out the object of the LWML together  
with other LCMS Lutheran Women in Mission.

\_\_\_\_\_  
*Signature of Individual Member*

\_\_\_\_\_  
*(print) Church Mailing Address*

\_\_\_\_\_  
*Signature of Congregational Pastor*

\_\_\_\_\_  
*(print) Church City and ZIP+4*

Number of **QUARTERLY** subscriptions: Regular print \_\_\_\_\_ Large print \_\_\_\_\_  
*(subscriptions mailed to individual mailing address)*

**Contact information**

\_\_\_\_\_  
*(print) Name*

\_\_\_\_\_  
*(print) Mailing Address*

\_\_\_\_\_  
*(print) Mailing Address*

\_\_\_\_\_  
*(print) City/ZIP+4*

\_\_\_\_\_  
*(print) Phone Number*

\_\_\_\_\_  
*(print) Email Address*

**Return to:** LWML Texas District Leader Development Committee Chairman (Vice President of Organizational Resources). Scan and email completed form to [organizationalresources@lwmltxdist.org](mailto:organizationalresources@lwmltxdist.org) or contact her by email for a mailing address.

## LWML Texas District Guidelines for Rezoning

In the event that the Synod circuit lines change after a group has become active in a given zone, the following options may be exercised:

- 1) The group may remain in the zone in which the group is presently active;
- 2) The group may change zone membership into the zone which is in the geographic area of the new circuit; or,
- 3) In the event of an entirely new circuit forming, the groups within that circuit may join together and form a new zone.

Before any action is taken, however, there should be a called meeting of representatives from the zones and groups to be affected (presidents or executive boards plus the pastors from the entire zone or zones involved, if possible) to prayerfully consider what would be most beneficial to the individual groups as well as to the zone or zones in question. For example,

- 1) How will the total number of members or groups in a given zone be affected — will the zone perhaps become too large or too small?
- 2) Will it be geographically convenient for group members to be active participants in zone activities?
- 3) The group's pastor's (or zone's pastoral counselor's) feelings should be taken into consideration — where will he be able to help the group serve the LWML most effectively?
- 4) Bear in mind that national and district guidelines suggest zones conform to the Synod circuit lines as much as possible.

If the decision is made to form a new zone or to change zone lines in any way an *LWML Texas District Request for Zone Restructure/Change* form is to be completed and sent to the District Executive Committee (addressed to the District Vice President of Organizational Resources) identifying the change desired and the reasons why the change is requested. This request may originate either from a group or from a zone. The change may occur only after approval\* of the District Executive Committee.

In the matter of zone finances, the zone treasurer should determine a reciprocal share per zone member and divide the money in that way. For example, if there is \$100 in the treasury and there are 100 members in the zone (based on most recent statistical report forms), and a group of 20 members changes to another zone, \$20 would be transferred to the zone to which the group is moving.

A copy of the approved *LWML Texas District Request for Zone Restructure/Change* form should be kept in the files of the affected group (groups), as well as in the files of each of the zones affected. The original will be retained by the District Vice President of Organizational Resources.

In the event that a group wishes to transfer from one zone to another for reasons other than a change in the Synod circuit line, the group is to request this change by completing an *LWML Texas District Request for Transfer Between Zones* form, explaining the request and identifying the reasons for it. The form should be sent to the District Executive Committee, addressed to the District Vice President of Organizational Resources. The change may occur only after approval\* of the District Executive Committee.

A copy of the approved *LWML Texas District Request for Transfer Between Zones* form should be kept in the group's files, as well as in the files of each of the zones affected. The original will be retained by the District Vice President of Organizational Resources.

Note: If the group's bylaws indicate the zone of the group then the group's bylaws must be rewritten and submitted to the District Structure Committee Chairman within one year of the transfer.

\* *District Executive Committee vote of approval may be obtained via electronic communication.*

# LWML Texas District Request for Zone Restructure/Change

*(Including formation of new zone or request to change zone lines)*

\_\_\_\_\_  
(Name of group or zone originating request)

Brief identification and description of change requested:

Reason(s) for requested change:

Groups and churches to be affected by this change and brief description of how each is affected:

\_\_\_\_\_  
President of group (or zone) originating request

\_\_\_\_\_  
Pastoral Counselor of group (or zone) originating request

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Date signed)

*This form is to be sent to the District Vice President of Organizational Resources, who presents it to the District Executive Committee for approval. After approval is granted, the District Vice President of Organizational Resources returns a copy to the originating group or zone, keeping the original for District files.*

Approval of District Executive Committee:

\_\_\_\_\_  
District President

\_\_\_\_\_  
(Date signed)

# LWML Texas District Request for Transfer Between Zones

\_\_\_\_\_  
(Group name requesting transfer)

\_\_\_\_\_  
(Current zone)

\_\_\_\_\_  
(Requested new zone)

Explanation of request and reason(s) for requesting transfer:

\_\_\_\_\_  
President of group originating request

\_\_\_\_\_  
Pastoral Counselor of group originating request

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
President of releasing zone

\_\_\_\_\_  
President of accepting zone

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Date signed)

*This form is to be sent to the District Vice President of Organizational Resources, who presents it to the District Executive Committee for approval. After approval is granted, the District Vice President of Organizational Resources returns a copy to the originating group, with copies to presidents of affected zones, keeping the original for District files.*

Approval of District Executive Committee:

\_\_\_\_\_  
District President

\_\_\_\_\_