

**BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE
TEXAS DISTRICT
CAPITOL ZONE**

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Texas District Capitol Zone (hereinafter referred to as the Zone). The Texas District (hereinafter referred to as the 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. to promote the LWML objects: mission education, mission inspiration, mission service, mission grants;
- b. to support the programs of the LWML and the LWML District;
- c. to provide opportunities for spiritual growth and Christian fellowship among the women of the zone;
- d. to provide opportunities for leader training;
- e. to provide representation at LWML conventions in accordance with LWML bylaws.

ARTICLE III – MEMBERS

Section 1

- a. The zone shall be composed of LWML societies 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) society in a congregation or other setting, the societies 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 a society or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the society in her congregation for any reason or is a member of an LCMS congregation which does not have a society affiliated with LWML;
- c. may attend zone, district, and LWML meetings and conventions;
- d. may have voice and vote at zone meetings;
- e. may serve as an officer or committee chairman/member on zone, district or LWML levels;
- f. shall have voting privileges afforded the position to which she may be elected or appointed.

Section 3

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

ARTICLE IV – CONVENTIONS

Section 1

Zone representation at LWML district conventions shall be as follows:

- a. one (1) certified delegate from each society 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 LWML District Board of Directors (hereinafter referred to as the District Board), attends the LWML 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 alternate shall be submitted to the LWML District Leader Development Committee Chairman at least three (3) weeks before the convention by the Zone President;
- e. in the event that neither the delegate nor the alternate is able to serve, a member of the same society may serve as a delegate upon certification in writing by her LWML society President and presentation to the LWML District Leader Development Committee Chairman.

Section 2

Zone representation at LWML conventions shall be as follows:

- a. one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention; (See Article III, Section 1, #b for definition of unit)
- 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 LWML District standing rules for certification;
- d. in the event neither the delegate nor the alternate is able to serve, a member of this zone may serve as delegate upon certification in writing by the LWML District President and presentation to the LWML Recording Secretary.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1

The elected officers shall be: President, Vice President of Human Care and Organizational Resources, Vice President of Christian Life and Gospel Outreach, Vice President of Communication, Secretary, and Treasurer. The President, Vice President of Communication, and the Treasurer shall be elected in even years, the Secretary, Vice President of Human Care and Organizational Resources and Vice President of Christian Life and Gospel Outreach in odd 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 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.

Section 4

Each officer shall keep notes and operational material pertinent to the responsibilities of the office and, with the exception of the Secretary and the Treasurer, pass them on to their successors within thirty (30) days after the election. The Secretary and 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 (hereinafter 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 President, the Vice President of Human Care and Organizational Resources shall assume all her duties.

ARTICLE VI – DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at all zone rallies and other zone meetings and all meetings of the Zone Executive Committee and the Zone Board of Directors;
- b. attend meetings of the LWML District Board and have voice and vote;
- c. as a member of the board, attend the LWML District convention with voice and vote;
- d. serve as delegate to the LWML conventions;
- e. serve as *ex officio* member of each committee except the Nominating Committee;
- f. with the approval of the EC, appoint an Archivist-Historian and a Pastoral Counselor;
- g. with EC approval, appoint new officers when vacancies occur;
- h. receive and approve vouchers for payment of incurred expenditures;
- i. perform such other duties as the EC may prescribe.

Section 2

The Vice President of Human Care and Organizational Resources 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. act as chairman of the Organizational Resources Committee;
- c. act as chairman of the Human Care Committee;
- d. serve as Registrar for zone events as needed;

- e. perform such other duties as the EC may prescribe.

Section 3

The Vice President of Christian Life and Gospel Outreach may perform the duties of the office of President when requested to do so by the President and shall:

- a. act as chairman of the Christian Life Committee;
- b. act as chairman of the Gospel Outreach Committee;
- c. perform such other duties as the EC may prescribe.

Section 4

The Vice President of Communication may perform the duties of the office of President when requested to do so by the President and shall:

- a. act as chairman of the Communication Committee;
- b. publish a zone newsletter and be responsible for the upkeep of all online communication;
- c. perform such other duties as the EC may prescribe.

Section 5

The Secretary shall:

- a. keep minutes of all rallies and meetings of the zone, EC, and Board of Directors or designate another person to substitute if she is unable to attend;
- b. distribute copies of EC meeting minutes to all members of the EC within thirty (30) days of each meeting;
- c. distribute copies of Board of Directors meeting minutes, rally minutes, and other zone meeting minutes to each member of the EC for review within 30 days of such meeting, and after EC approval, distribute a copy of said minutes to each member of the Board of Directors electronically;
- d. conduct needed correspondence;
- e. send zone rally minutes to the LWML District President as directed in the LWML District standing rules;
- f. perform such other duties as the EC may prescribe.

Section 6

The Treasurer shall:

- a. receive all moneys 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 Board of Directors meeting and written reports at each regularly scheduled zone rally or meeting;
- e. submit records for financial review at the close of office term and with the change of officer;
- f. perform such other duties as the EC may prescribe.

ARTICLE VII – NOMINATIONS

Section 1

A Nominating Committee of at least three (3) members shall be elected at each fall rally. Plurality vote shall elect. The candidate receiving the most votes shall serve as the chairman of the committee. The candidate receiving the fourth highest number of votes shall serve as alternate.

Section 2

The Nominating Committee shall:

- a. solicit from members names of nominees for positions to be filled;
- b. submit a slate of two (2) candidates for each elective office;
- c. submit five (5) candidates for the Nominating Committee;
- d. receive from nominees, consent to serve if elected and brief biographies and LWML experience of candidates;
- e. prepare printed ballots with the names of candidates printed in alphabetical order for each office to be filled;
- f. 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 and Pastoral Counselor, and shall:

- a. be appointed by the President with the approval of the EC and serve for a term of two years coinciding with the President's term, being eligible for reappointment;
- b. attend EC and Zone Board of Directors meetings in an advisory capacity;
- c. keep notes and materials pertinent to the position and pass them on to their successors within thirty (30) days of the end of their term of service;
- d. perform other duties as requested by the EC.

Section 2

The Archivist-Historian shall:

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

Section 3

The Pastoral Counselor shall:

- a. be an LCMS pastor serving a parish within the zone;
- b. attend all zone functions, EC meetings and Board of Director meetings;
- c. serve on the Christian Life Committee;

- d. attend LWML District conventions, as feasible;
- e. approve recipients of special designated offerings;
- f. perform other duties as requested by the President and EC.

ARTICLE IX – STANDING COMMITTEES

Section 1

The standing committees shall be: Christian Life, Gospel Outreach, Human Care, Organizational Resources, and Communication. The Committee Chairmen shall be voting members of the EC and the Board of Directors. These standing committees shall:

- a. be composed of a vice president as chairman and two members approved by the EC;
- b. serve a term of two years to coincide with the term of the corresponding Vice President and be eligible for reappointment;
- c. serve as liaison with their corresponding committee at the district level;
- d. keep records and materials pertinent to the committee and turn over to their successors within thirty (30) days of the end of their term of service;
- e. perform other duties as requested by the EC.

Section 2

The Christian Life Committee shall:

- a. arrange for devotions for zone rallies and other zone functions;
- b. with the EC, plan zone retreats and prayer day services;
- c. publicize Christian Life materials available from the LWML catalog and website;
- d. encourage use of inspirational materials within the Societies;
- e. maintain a file of Christian Life materials available for use within societies and the zone.

Section 3

The Gospel Outreach Committee shall:

- a. publicize LWML and LWML District mission grants and report of their progress;
- b. encourage use of the Mite Box and voluntary contributions to the LWML and LWML District mission grants;
- c. plan gospel outreach activities for members of the zone such as sharing the gospel with community- based organizations and/or programs;
- d. encourage societies to use Gospel Outreach materials available from the LWML catalog and website.

Section 4

The Human Care Committee shall:

- a. plan zone servant event activities in which members can reach out in Christian love to those in their community who are hurting and in need;
- b. plan zone service projects such as rally ingatherings for community- based organizations/needs;

- c. obtain necessary reports from societies and send this information to the District Vice President of Human Care as directed;
- d. promote human care projects of the LWML District and LWML.

Section 5

The Organizational Resources Committee shall:

- a. serve as encouragers to the societies 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 societies to use Leader Development materials available from the LWML catalog and 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 LWML 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 society bylaws and encourage societies to keep their bylaws current;
- h. keep an accurate list of the societies in the zone, including names and addresses of the society presidents and the society's statistics (membership, *Quarterly* {large print and regular} subscriptions, etc.);
- i. send names and contact information of all society and zone officers to the LWML District Vice President of Organizational Resources after elections or after filling a vacancy;
- j. using district guidelines, shall coordinate the recruitment of up to two (2) Zone Young Woman Representatives each biennium in the fall prior to the district convention; and submit the slate of candidates and a recommendation to the EC, who will make the final decision.

Section 6

The Communication Committee shall:

- a. produce, for use within the zone, publicity and promotional materials related to the program and work of LWML;
- b. be responsible for maintaining the Capitol Zone page of the LWML Texas District website;
- c. encourage the zone's societies and individual members, as well as the zone leadership, to use the Capitol Zone's page of the LWML Texas District website for distribution of information;
- d. receive, compile, and distribute newsletters and information by electronic messaging, and make such information available on Capitol Zone's page of the LWML Texas District website;
- e. encourage and assist societies in the zone to publicize and promote their programs and events;
- f. be alert for news from the zone and publicize information on special programs and events as directed in the LWML Texas District bylaws;
- g. be coordinator of publicity for all zone functions;
- h. notify all societies and individual members of zone activities.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be composed of the elected officers with the appointed personnel and current Zone Young Woman Representative(s) as advisory members. A majority of the voting members shall constitute a quorum.

Section 2

The EC 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 and when necessary, conduct meetings by mail, telephone, or electronic messaging;
- c. with the President, plan zone activities and functions;
- d. assist the President in implementing zone activities as well as LWML and LWML District programs;
- e. approve personnel appointments made by the President;
- f. approve President's appointment of new officers when officer vacancies occur, with the exception of the office of President. The Vice President of Human Care and Organizational Resources shall fill a permanent vacancy in the office of the President;
- g. approve expenses, other than ordinary costs, when incurred by the zone;
- h. approve the financial institution in which funds are deposited;
- i. approve appointed members of standing committees with exception of their chairman.

ARTICLE XI- BOARD OF DIRECTORS

Section 1

The Board of Directors shall consist of the EC and the President (or her representative) of each society in the zone; with the appointed personnel and current Zone Young Woman Representative(s) participating in an advisory capacity.

Section 2

- a. The Board of Directors shall meet at least two (2) times a year at the call of the President of the Zone.
- b. Each society shall have one vote. The number of representatives at any such meeting shall constitute a quorum.

Section 3

When necessary, meetings may be conducted by mail, telephone, or electronic messaging.

ARTICLE XII – MEETINGS

Section 1

The zone shall hold at least two 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, servant events, gospel outreach activities, etc., may be held as deemed necessary by the EC.

Section 2

All members of societies 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

Each unit, as stipulated in the standing rules, shall be given the privilege of inviting and serving as rally host.

ARTICLE XIII – FINANCES

Section 1

The Zone shall:

- a. adopt no mission grant projects;
- b. promote use of the Mite Box and voluntary contributions by zone members to the LWML and LWML 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 or program aids;
 - (2) printing, postage, telephone, FAX;
 - (3) convention costs for zone representation as stated in Standing Rules;
 - (4) district assessments;
 - (5) other costs approved by the EC.
- b. designate a special offering for prayer days, retreats, servant events, etc. and must have the Zone Pastoral Counselor's approval of the designated recipient.

Section 3

The offerings of the rallies shall be divided into two parts: seventy-five percent (75%) shall be retained in the zone treasury to cover zone expenses, such as those listed in Article XIII, Section 2a, the remaining twenty-five percent (25%) shall be sent to the LWML District to be applied to the current approved work program and mission grants.

Section 4

Zone delegates' expenses to attend the LWML convention shall be paid through the LWML Texas District Travel Fund. This zone shall participate in the Travel Fund following district guidelines.

ARTICLE XIV – FISCAL YEAR

The fiscal year shall be from October 1 to September 30 inclusive.

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 XVII – AMENDMENTS

Section 1

- a. These bylaws may be amended by 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 LWML District Structure Committee and then mailed to each member society 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 LWML District Structure Committee 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 LWML District Structure Committee for filing.

Constitution adopted: April 29, 1956

Date of original Bylaws: 1956

Date of last amendments to Bylaws: 2017 (Approved by Zone members October 1, 2017)