

## Lutheran Women's Missionary League Texas District Standing Rules

Acronym Keys: AC - Administrative Committee changed in 1984 to Board of Directors  
BD - Board of Directors  
EC - Executive Committee

1. The deadline for group statistical reports to the District Leader Development Chairman shall be in November. (AC 1970; amended EC 2009)
2. Groups shall pay for their subscriptions to the *LUTHERAN WOMAN'S QUARTERLY*. (Convention 1970; amended Convention 2008)
3. Groups are strongly encouraged to give an annual contribution per member designated for the *District News* in *The Lutheran Witness* to pay the cost of the publication. (Convention 1972; amended EC 2014)
4. Minutes of zone rallies shall be sent to the District President. (AC 1970; amended AC 1979)
5. Zones inviting any elected district officer to be their speaker at a rally are obligated to pay expenses. (AC 1973; amended EC 2009)
6. The deadline for nominations to the Nominating Committee Chairman shall be November 1 prior to the district convention. (EC 1986)
7. Campaigning, demonstrations, and politicking regarding mission grants and programs shall be limited to outside the convention floor. (AC 1975; amended EC 2002)
8. The following guidelines for expenses shall apply to the Board of Directors and Standing Committee members when carrying out their responsibilities (see travel policy).
  - a. **MILEAGE:** \$.45 per mile or most economical airfare
  - b. **MEALS:** daily per diem of \$55 on meeting days and 50% of the daily per diem en route to and from location of the meeting; if the meeting event provides meals at no charge to participants, the daily per diem rate will not apply.
  - c. **LODGING:** Based on two (2) people per room per night of meeting dates except for pastoral counselors based on one person per room per night of meeting dates. (EC 1976; amended EC 2012, 2020, 2022)
9. District convention registration fees for district officers, appointed personnel and committee members with duties at the convention shall be paid from district funds. (EC 2010)
10. Appointed personnel or committee members with convention duties and serving as a convention delegate shall have their registration fee and expenses reimbursed according to Standing Rule #8, half by district and half by zone or group. (EC 2010; amended EC 2016)
11. The Membership Directory of the LWML Texas District can be used for LWML business only and is not intended for personal use (refer to the Communication Guidelines in the Leader's Manual). The District President must approve of any form of distribution of the information contained in these directories. (EC 2018)
12. The mission grants shall be voted on in the following manner:
  - a. Each voting delegate may vote for five (5) mission grants. The mission grants receiving the largest number of votes shall be declared accepted until the total mission grant amount is reached. If the amount does not come out even, then the remainder shall be given to the next in order of number of votes, even though it is not the full amount requested. (For example: Mission grant goal is \$50,000; first 7 mission grants voted in add up to \$48,000; the mission grant receiving the next largest number of votes requested \$6,000; they would only be awarded \$2,000 instead of full amount requested.)
  - b. In the event of a tie for final mission grant funding, both mission grant proposals will receive partial funding in ratio to the amounts requested. Formula: divide remaining mission grant

goal dollars by the combined amount requested by the two tied proposals, resulting in a percentage that is kept to 4 decimal places in larger numbers. Then multiply the amount requested by the percentage. When added together, the 2 amounts will equal the amount of the mission grant goal remaining. (For example: \$1000 remaining in the mission grant goal, mission grant one asked for \$2500 and mission grant two asked for \$1500. Add: \$2500 + \$1500 = \$4000. Next divide: \$1000 divided by \$4000 = 25%. Now multiply: \$2500 X 0.25 = \$625 and \$1500 X 0.25 = \$375. Finally, to check: \$625 + \$375 = \$1000. Mission grant one will receive \$625 and mission grant two will receive \$375.) (EC 1977; amended EC 2018)

13. Proposed mission grants shall be presented to the convention. Proposed mission grants must have no more than ten (10) photos submitted along with a commentary not to exceed two (2) minutes. The mission grant presentation shall become the property of the LWML District. (EC 1977; amended EC 2016)
14. The *District News* shall be extended to four (4) pages for the issue covering a district convention. (EC 1988)
15. Mites (Report of the Membership) are to be reported each biennium with the convention manual. (Convention 1978; amended EC 2013)
16. The following guidelines will be used when considering convention sites:
  - a. Zones of the LWML Texas District will be divided into regions to provide for rotation of convention sites.
  - b. Zones shall extend invitations for hosting the LWML District convention to the District President by November 1 odd-numbered year, five (5) years prior to the date of the convention.
  - c. LWML District EC shall present approved host sites for the LWML District convention to the pre-convention Board of Directors meeting for selection four (4) years prior to the proposed convention.
  - d. The membership shall be notified of the selected convention site at the convention. (EC 2017)
17. The Recording Secretary shall dispense with extra convention manuals in the following order:
  - a. give three copies to Archivist-Historian for records,
  - b. give to zone presidents one copy per group in their zone not represented at the convention,
  - c. give to District President one copy for each past District President not in attendance,
  - d. retain 10-20 copies for the next Convention Host Committee,
  - e. give five copies to Vice President of Gospel Outreach for Mission Grants Committee,
  - f. give five copies to the Recording Secretary for convention manual bids,
  - g. offer remaining copies at a charge determined by the Executive Committee to cover costs,
  - h. retain all remaining copies until the next convention. (EC 1984; amended EC 2018)
18. The Young Woman Representative program shall be maintained as follows:
  - a. Two (2) Young Woman Representatives from the LWML District shall be selected by the Executive Committee in odd-numbered years. Preferably the YWRs will be selected from different geographic areas of the district.
  - b. Zone Young Woman Representatives shall be selected following guidelines established by the LWML District Committee on Young Women and approved by the LWML District Executive Committee.

The expenses for the Committee on Young Women to attend district conventions shall be reimbursed as a district expense according to Standing Rule #8, and any additional expenses (such as postage, materials, food, transportation, etc.) incurred for convention programming shall be a convention expense. (BD 1998; amended EC 2015)

19. Names and addresses of zone delegates and alternates to the LWML convention shall be submitted to the District President by the spring EC meeting of odd-numbered years preceding the LWML convention, or by the date stipulated by the District President. (EC 1986; amended EC 2014)
20. When district banners are requested for LWML convention, a banner design shall be solicited through

the Communication Department to be submitted in color with fabric swatches one week prior to the spring EC meeting of the year of the LWML convention. The Executive Committee shall select one (1) and shall notify the person submitting the winning design. The entrant whose design was chosen shall then be responsible for executing the banner, including cross bar and cord, and shall be reimbursed by the LWML District for expenses incurred. The LWML District shall be the owner of the banner. (EC 1986; amended EC 2016)

21. The district delegation to LWML conventions shall consist of delegates elected from each zone, the District President, *District News* Editor, newly selected District Young Woman Representative(s), newly appointed Heart to Heart Sisters District Leader, newly elected district officers, and newly elected Pastoral Counselor.
  - a. Expenses of the delegation attending the LWML convention shall be reimbursed using guidelines in Standing Rule #8, plus registration fee. Lodging reimbursements should reflect actual expenses (shared equally among all room occupants) not to exceed one-half (1/2) the double occupancy rate at the headquarters hotel.
  - b. Delegation expenses shall be paid from monies collected from each zone. These monies shall be submitted to the LWML District Financial Secretary by March 31 in the odd-numbered years, using a per capita rate which is to be reevaluated after each convention. The group membership and individual members submitted on statistical report forms as of December 31 of the year immediately prior to the LWML convention year shall be the basis used for assessment of travel fund monies from zones.
  - c. Advances may be obtained as necessary by special request to District President. (EC 1988; amended EC 2014, 2019)
22. The following may receive partial payment to the LWML convention:
  - a. previously elected current officers and Pastoral Counselor;
  - b. appointed officers;
  - c. committee chairmen;
  - d. District nominees on the LWML convention ballot but not receiving expense assistance in another capacity.

The amount is to be budgeted as part of the LWML District Work Program each biennium and shall be equally divided among those who will attend, using the district expense guidelines in Standing Rule #8 as the maximum allowance. (EC 1989; amended EC 2014)
23. The LWML District zones shall elect their president for terms of two (2) years in the fall of even-numbered years. (BD 1988; amended EC 2014)
24. Not more than \$15,000 will be held in reserve from district convention overages, to be applied to the expenses of the following district convention, thereby reducing registration fees. This fund of convention overages is to be called the Convention Overage Fund. Any funds in excess of the \$15,000 reserve will be designated at the discretion of the District Executive Committee with consideration of the best interests of the District Biennial Work Program. (BD 1995; amended BD 2009)
25. For the purpose of selecting mission grant proposals for the convention ballot, the Mission Grants Committee members, District President, and the designated LWML District Pastoral Counselor shall have voting privileges. The Mission and Ministry Facilitator (MMF) liaison to the Board of Mission Administration of the Texas District Lutheran Church—Missouri Synod or his representative shall serve as an advisor. (BD 1996; amended EC 2014, 2020)
26. LWML scholarship recipients for the year prior to and year following district convention will be introduced at convention and will have their registration fee waived. All other recipients present at convention will be recognized from the convention floor. (EC 1998)
27. The meeting to remove any officer from office shall be a closed meeting (see District Bylaws; Article VII. Section 4; Article XIII. Section 4, b). (Convention 2004; amended EC 2014)
28. Memorials will be collected from current Executive Committee members at its meetings for:
  - a. past and current LWML and LWML District Presidents

- b. current zone presidents
- c. current Executive Committee members, spouses and children

Memorials will be collected at next scheduled Executive Committee meeting and deposited equally between the Scholarship Endowment and Mission Inreach Endowment. (EC 2009; amended EC 2014)

29. An account at the LWML District'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. (EC 2011; amended EC 2014)
30. All Thrivent Choice® Dollars and AmazonSmile donations received by the "Lutheran Women's Missionary League Texas District" are designated to go to district mites. (EC 2011; amended EC 2020)
31. A Heart to Heart Sisters District Leader appointed by the District President and approved by the Executive Committee shall have the following duties:
  - a. attend the LWML Convention and Heart to Heart Sisters District Leader Training prior to her initial commissioning as Leader, at district expense based on Standing Rule #8
  - b. coordinate the Heart to Heart Sisters Program for the LWML District
  - c. promote and encourage development of LWML programs and events within ethnic ministries
  - d. identify, develop, support, and encourage women leaders in ethnic ministries
  - e. serve as part of the Organizational Resources Department
  - f. perform other duties as set forth in the Job Description and as requested by the District President.

Leader and newly appointed trainee expenses to attend district conventions shall be reimbursed as a district expense according to Standing Rule #8, and any additional expenses (such as postage, materials, food, transportation, etc.) incurred for convention programming be a convention expense. (EC 2010; amended EC 2015, 2019)

32. At the end of each biennium Mission Inreach Endowment interest from the previous two years will be designated for leadership training at the upcoming Zone Presidents Orientation. The Treasurer will maintain a balance in her report. The Archivist-Historian will record, by biennium, the designated amount. (EC 2014)
33. An Endowment Committee Chairman appointed by the District President and approved by the Executive Committee for a two (2) year term and shall have the following duties:
  - a. promote and encourage donations to the endowments of the LWML Texas District to the members
  - b. encourage members to make planned gifts to the endowments
  - c. serve under the financial department
  - d. perform other duties as set forth in the Job Description and as requested by the District President. (EC 2020)
34. A Deaf Ministry Outreach Liaison will be appointed by the District President and approved by the Executive Committee and shall have the following duties:
  - a. actively promote the membership of deaf and hard of hearing women in the LWML
  - b. encourage attendance at district conventions and events and foster comfort levels for the deaf community at events
  - c. maintain an up-to-date file of all deaf members and events
  - d. assist and train LWML women to invite and connect with women in the deaf community to grow in relationships as sisters in Christ
  - e. perform other duties as set forth in the Job Description and as requested by the District President. (EC 2020)

35. Texas District LCMS mission grant for Texas seminary students will receive mission grant funding every biennium beginning in 2024 and will be placed in the funding schedule. The Mission Grants Committee will determine an amount to be approved in convention each biennium. The remaining

mission grants as voted at convention will be placed in the funding schedule. The total mission grant goal will include the amount for Scholarships for Seminarians. (Convention 2022)