

BYLAWS

Lutheran Women's Missionary League
Texas District

June 2026

LUTHERAN WOMEN'S MISSIONARY LEAGUE TEXAS DISTRICT BYLAWS

Index

ARTICLE	PAGE
I NAME	3
II OBJECT	3
III STRUCTURE	3
IV MEMBERS	4
V CONVENTIONS AND REPRESENTATION	4-5
VI ELECTED OFFICERS AND ELECTIONS	5-6
VII NOMINATIONS	6
VIII DUTIES OF OFFICERS	6-8
President.....	6-7
Vice President of Christian Life	7
Vice President of Communication	7
Vice President of Gospel Outreach	7
Vice President of Organizational Resources	7
Recording Secretary.....	7-8
Financial Secretary.....	8
Treasurer.....	8
IX APPOINTED PERSONNEL	8-9
X EXECUTIVE COMMITTEE	9-10
XI BOARD OF DIRECTORS	10
XII PASTORAL COUNSELORS	10-11
XIII FINANCES	11-12
XIV DEPARTMENTS AND STANDING COMMITTEES	12-14
Christian Life Department.....	12
Communication Department.....	12
Communication Committee	12
Gospel Outreach Department	12-13
Mission Grants Committee	13
Mission Service Committee.....	13
Organizational Resources Department	13-14
Leader Development Committee.....	13
Structure Committee	13
Committee on Young Women	13-14
Endowment Committee.....	14
Scholarship Committee	14
XV SPECIAL COMMITTEES	14
XVI OFFICIAL PUBLICATION	14
XVII MISSION GRANTS	14-15
XVIII FISCAL YEAR	15
XIX EMERGENCY ACTION	15
XX PARLIAMENTARY AUTHORITY	16
XXI AMENDMENTS	16
STANDING RULES	17

LUTHERAN WOMEN'S MISSIONARY LEAGUE TEXAS DISTRICT BYLAWS

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ARTICLE I — NAME

The name of this organization shall be Lutheran Women's Missionary League Texas District (hereinafter referred to as district), a subordinate organization of the Lutheran Women's Missionary League. The Lutheran Women's Missionary League (hereinafter referred to as LWML) is an integrated auxiliary of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II — OBJECT

The object of this organization shall be:

- a. To develop and to maintain a greater mission consciousness among the women of the district through mission education, mission inspiration, and mission service.
- b. To gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budgets.
- c. To foster and support the program of the LWML.
- d. To encourage participation at the group, zone, district, and national levels.
- e. To take charge of, hold, and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization.

ARTICLE III — STRUCTURE

Section 1

The district is composed of individual women and women's groups within Texas District LCMS congregations, on campuses, in resident homes, or in other settings. These individuals and groups are united to form zones, LCMS circuit lines preferred, and the zones are united to form the district.

Section 2

The Texas District LCMS shall counsel and advise the district.

Section 3

Zones shall:

- a. Promote the object of the LWML — mission education, mission inspiration, and mission service — by providing opportunities for women within the zone to gather for spiritual enrichment, fellowship, retreats, servant events, etc.
- b. Elect delegates according to the zone's bylaws for the purpose of representation at the conventions of the LWML.
- c. Host district conventions.

Section 4

Each group and each zone shall write its own bylaws, which shall conform with the object and basic principles of the bylaws of the district. These bylaws and all subsequent amendments shall be submitted to the Structure Committee of the district for approval before being submitted to the membership for adoption.

ARTICLE IV — MEMBERS

Section 1

- a. Women who are communicant members of an LCMS congregation are eligible for membership.
- b. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings, who have expressed their desire to join, shall be eligible for membership as groups.
- c. One (1) or more groups affiliated with the district from a congregation, campus, resident home, or other single settings shall be considered one (1) unit for the purpose of representation at LWML conventions.
- d. Women who hold membership in an LCMS congregation may form a group in a setting other than a congregation, a campus, or a resident home upon approval of the District Executive Committee.

Section 2

Group membership in the district shall be processed by:

- a. Notifying the District President or the Vice President of Organizational Resources.
- b. Submitting a completed and signed "Statement of Intent" form to the Vice President of Organizational Resources, indicating compliance with the LWML Articles of Incorporation and the bylaws of the district.
- c. Submitting, within one (1) year of its formation, a copy of proposed bylaws to the District Structure Committee Chairman for approval.
- d. Submitting names and contact information of officers and/or LWML contact person to the Vice President of Organizational Resources.
- e. Receiving an official membership charter.

Section 3

- a. Individual membership is available to a woman who is a member of an LCMS congregation with or without a group affiliated with the district.
- b. Application for individual membership should be made to the District President or Vice President of Organizational Resources.
- c. Individual membership is not considered a group or a unit, nor does it confer voting privileges at the district or LWML conventions.
- d. Individual members shall have voice and vote at zone events.
- e. An individual member may serve as an officer or committee chairman/member on zone, district or LWML levels, and shall have voting privileges afforded the position to which she may be elected or appointed. She may also be elected as a zone delegate to the LWML convention.

ARTICLE V — CONVENTIONS AND REPRESENTATION

Section 1

A convention for the purpose of transacting the business of the district shall be held biennially in the even-numbered years at a site approved by the Executive Committee (see Article X, Section 3f).

Section 2

Convention sites shall be determined preferably four (4) years in advance, but no later than two (2) years in advance. (see Article XIX).

Section 3

The members of the convention who shall have voice and vote shall be:

- a. One (1) certified delegate from each 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 voting members of the Board of Directors. Zone presidents unable to attend are allowed a representative, who shall be any elected officer of that zone, and who shall have vote and voice, but who shall not be considered a member of the Board (see Article XI, Section 1b).
- c. All past LWML Texas District Presidents who are currently members of LWML and reside in the district.

Section 4

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 5

- a. Each delegate shall have a certified alternate when possible.
- b. The names of the delegate and her alternate shall be ratified by their group president.
- c. The names of the certified delegates and alternates shall be submitted to the District Vice President of Organizational Resources no later than three (3) weeks prior to the convention.
- d. In the event neither the delegate nor the alternate can serve, a member of the same group may serve as delegate upon certification in writing by her group president and presentation to the Vice President of Organizational Resources.

Section 6

A majority of the registered voting assembly shall constitute a quorum.

Section 7

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years. District representation shall be as follows:

- a. Districts may authorize 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.
- b. The names of the delegates and the alternates shall be certified by the District President.
- c. Each certified delegate shall have a certified alternate when possible.
- d. The District President shall send the names of the certified delegates and alternates to the LWML Recording Secretary when requested.
- e. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary.

ARTICLE VI — ELECTED OFFICERS AND ELECTIONS

Section 1

The elected officers shall be:

President
Vice President of Christian Life
Vice President of Communication
Vice President of Gospel Outreach
Vice President of Organizational Resources
Recording Secretary
Financial Secretary
Treasurer

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.
- b. All officers are to be bonded at the expense of the district through the LWML group policy.
- c. The election of officers shall be as follows:
 - 1) The President, Vice President of Christian Life, Vice President of Organizational Resources, and Financial Secretary shall be elected at one (1) district convention.
 - 2) The Vice President of Communication, Vice President of Gospel Outreach, Recording Secretary, and Treasurer shall be elected at the following district convention.
 - 3) A majority vote shall elect.
 - 4) In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.
- d. The retiring officers shall deliver to their successors all materials pertaining to their office within thirty (30) days following election, with the exception of the financial officers who shall have forty-five (45) days to transfer their materials.

Section 3

- a. In the event of incapacity or other situation creating a vacancy in the office of President, the Vice President of Organizational Resources shall fill the temporary vacancy until the President is able to resume her duties or until an election is held by the Board of Directors. The election shall be by ballot vote. The candidates eligible to fill the permanent vacancy shall be Vice Presidents who are serving in the third or fourth year of their term of office. If there is no regularly scheduled meeting of the Board within thirty (30) days of the permanent vacancy in the office of President, a special election shall be called by the Vice President of Organizational Resources within thirty (30) days of such vacancy for the express purpose of electing a new President. This election may be a vote by mail or electronic means.
- b. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by appointment of the Executive Committee.

Section 4

Any officer may be removed from office prior to the expiration of her term of office by a vote of three-fourths (3/4) of all voting members of the Executive Committee, provided that the members of the committee (including the individual officer involved) are notified at least two (2) days prior to the committee meeting where such action is contemplated. The individual officer involved shall be afforded the opportunity to be heard at such meeting. The meeting to remove any officer from office shall be a closed meeting.

ARTICLE VII — 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. In the event of a tie for a necessary replacement, the Executive Committee shall vote to break the tie.

Section 2

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

Section 3

The Nominating Committee shall:

- a. Submit a slate of two (2) candidates for each elective office.
- b. Submit seven (7) candidates for the Nominating Committee.
- c. Submit two (2) candidates for Pastoral Counselor from the six (6) nominees selected by the Board of Directors (See Article XII, Section 2).
- d. Obtain written consent of all nominees to serve, if elected.
- e. Submit report to the Vice President of Communication to publicize the ballot prior to the district convention.
- f. Prepare ballots with the names listed in alphabetical order.

Section 4

Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office. Pastoral Counselors may not be nominated from the floor (see Article XII, Section 2).

ARTICLE VIII— DUTIES OF OFFICERS

Section 1 - President

The President shall:

- a. Preside at all conventions of the 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 additional committees as necessary and advise the Executive Committee promptly of this action.

- d. Be an ex-officio voting member of all departments and committees except the Nominating Committee.
- e. Appoint the following special committees prior to the district convention: Minutes Review, Tellers, and Resolution.
- f. Receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the 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 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 district convention.
- e. Perform other duties as set forth in the job description and as requested by the President.

Section 3 — Vice President of Communication

The Vice President of Communication 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 Communication Department.
- b. Serve as Communication Director of the district and chairman of the Communication Committee.
- c. Supervise all publicity and publications.
- d. Report to the Executive Committee and to the Board of Directors.
- e. Prepare a report for the district convention.
- f. Perform other duties as set forth in the job description and as requested by the President.

Section 4 — Vice President of Gospel Outreach

The Vice President of Gospel Outreach 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 Gospel Outreach Department.
- b. Be chairman of the Mission Grants Committee.
- c. Notify mission grant applicants of vote results soon after the district convention.
- d. Create a mission grant payment schedule based on information provided by the recipients and the urgency of the need.
- e. Report to the Executive Committee and to the Board of Directors.
- f. Prepare a report for the district convention.
- g. 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. Serve as the credentials chairman for the district convention.
- f. Report to the Executive Committee and to the Board of Directors.
- g. Prepare a report for the district convention.
- h. Perform other duties as set forth in the job description and as requested by the President.

Section 6 — Recording Secretary

The Recording Secretary shall:

- a. Record convention proceedings and meetings of the Executive Committee and the Board of Directors.
- b. Issue and record necessary correspondence for all meetings.
- c. Provide each member of the Executive Committee a copy of the minutes of all Executive Committee meetings and provide each member of the Board of Directors a summary of the minutes of the Executive Committee meetings.
- d. Provide each member of the Board of Directors a copy of the minutes of all Board meetings.
- e. Provide each member of the Board of Directors a copy of the minutes of the district convention.
- f. Provide the following information of the district convention to the Vice President of Communication for prompt publication: accurate balloting results of elections, mission grants, bylaws, special resolutions passed, and action taken.
- g. Prepare the district convention manual under the direction of the President.
- h. Maintain updated information on job descriptions of elected officers and appointed personnel, procedures, guidelines and such, as approved by the Executive Committee and Board of Directors.
- i. Provide the District President a current copy of all job descriptions and guidelines.
- j. Report to the Executive Committee and to the Board of Directors.
- k. Prepare a report for the district convention.
- l. 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 funds and deposit them in financial institutions approved by the Executive Committee.
- b. Keep an itemized account of all receipts.
- c. Transfer all funds received to the financial institution designated by the Treasurer and approved by the Executive Committee.
- d. Provide a financial report for each regular meeting of the Executive Committee, the Board of Directors, and the convention; and send a monthly report of receipts to the President, Vice President of Organizational Resources, and Treasurer.
- e. Compute delegate travel expenses to the LWML convention and make recommendations to the District Executive Committee of amount to be contributed from each member toward the district travel fund.
- f. Submit records for financial review at the end of each 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.

Section 8 — Treasurer

The Treasurer shall:

- a. Receive a report of all funds deposited from the Financial Secretary.
- b. Keep an itemized account of all receipts and disbursements.
- c. Make all payments authorized by the district, the Executive Committee, and the Board of Directors.
- d. Make payments for approved mission grants as authorized by the President.
- e. At least quarterly, make remittances of mission contributions to the LWML.
- f. Provide a financial report for each regular meeting of the Executive Committee, the Board of Directors, and the convention; send a monthly report to the President and Vice President of Communication.
- g. Submit records for financial review at the end of each district biennium.
- h. Prepare a budget in the spring of convention year, and present to the Executive Committee for approval and to the Board of Directors for adoption at the time of district convention.
- i. Report to the Executive Committee and to the Board of Directors.
- j. Perform other duties as set forth in the job description and as requested by the President.

ARTICLE IX — APPOINTED PERSONNEL

Section 1

The appointed personnel shall be Archivist-Historian, Convention Coordinator, Parliamentarian, and Administrative Assistant to the President, and shall:

- a. Be appointed by the President, with the approval of the Executive Committee, with the exception of the Administrative Assistant to the President who serves at the will of the President.
- b. Serve two (2) years, or until their successors are appointed, and be eligible for re-appointment.

- c. Report to the Executive Committee and to the Board of Directors.
- d. Prepare a report for the district convention.
- e. Be responsible to the President.
- f. Attend meetings at the request of the President.
- g. Perform other duties as set forth in the job description and as requested by the President.
- h. Be ineligible to vote.

Section 2 — Archivist-Historian

The Archivist-Historian shall:

- a. Keep a complete, up-to-date, and accurate history of the district.
- b. Prepare and transmit required number of copies thereof to the Archivist-Historian of the LWML every two (2) years.
- c. Prepare and print copies of the district history for distribution to the membership when authorized by the Executive Committee.
- d. Be custodian of historical documents of the district.
- e. Attend archivist meetings upon request of the President.
- f. Serve as an advisory member of the District Board of Directors.

Section 3 — Convention Coordinator

The Convention Coordinator shall:

- a. Assist in hosting district conventions by:
 - 1) Encouraging zones in regional rotation to agree to host the convention.
 - 2) Working with host zones to prepare and plan a convention once a site has been selected.
- b. Serve as liaison between the Executive Committee and the Host Convention Committee.
- c. Work with the District President in securing a site for the convention.
- d. Work with the convention site.
- e. Update the convention guidelines following each convention and obtain Executive Committee approval.

Section 4 — Parliamentarian

The Parliamentarian shall:

- a. Advise the President and any officer or member on parliamentary procedure when requested.
- b. Be an advisory member of the Executive Committee and Board of Directors.
- c. Be an ex-officio member of the Structure Committee.

Section 5 —Administrative Assistant to the President

The Administrative Assistant to the President shall:

- a. Conduct such correspondence and business as may be requested by the President, the Board of Directors, and the Executive Committee.
- b. Maintain a current list, including all contact information, of all officers, Pastoral Counselors (and their assignments), appointed personnel, committee members, District Young Woman Representatives, zone presidents, all past District Presidents, and any other personnel deemed necessary by the President.

ARTICLE X — EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be the elected officers of the district. The Parliamentarian, Structure Committee Chairman, and the Pastoral Counselors are advisory members. Appointed personnel and standing committee chairmen may attend at the invitation of the District President.

Section 2

The Executive Committee shall have at least one (1) meeting annually and shall:

- a. Decide the time and place for holding meetings as determined by the President or by a majority vote of the Executive Committee.
- b. Conduct business, when necessary, by mail, telephone, or electronic means.
- c. Require five (5) voting members to constitute a quorum of the Executive Committee.

Section 3

The Executive Committee shall:

- a. Transact necessary business between meetings of the Board of Directors.
- b. Fill vacancies occurring in the elective offices except in the office of President (see Article VI, Section 3a).
- c. Promote the work and program of the district.
- d. Approve appointments of Archivist-Historian, Convention Coordinator, Parliamentarian, and chairmen of standing committees, as well as special committees as needed for the program and business of the district, unless otherwise provided for in the bylaws.
- e. Approve the financial institutions for deposit of district funds.
- f. Approve the site of the biennial convention.
- g. Plan and supervise the program of the district biennial convention.
- h. Approve the budget to present to the Board of Directors and convention for adoption.
- i. Approve groups formed in a setting other than a congregation, a campus, or a resident home.
- j. Approve selection of the party conducting the financial review.
- k. Approve revisions to the convention guidelines after each convention.

ARTICLE XI — BOARD OF DIRECTORS

Section 1

- a. The Board of Directors shall consist of the elected officers of the district, the zone presidents, and the Nominating Committee Chairman as voting members. The chairmen of the Endowment Committee, the Mission Service Committee, the Structure Committee, the Committee on Young Women, the Archivist-Historian, the Parliamentarian, and the Pastoral Counselors shall be non-voting advisory members. Other appointed personnel and committee chairmen may attend at the invitation of the District President.
- b. When a zone president is absent from a Board of Directors 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.

Section 2

- a. Regular meetings shall be held at least annually.
- b. In convention years, a meeting shall be held in the convention city prior to the district biennial convention.
- c. Time and place for holding other meetings shall be determined by the President with the approval of the Executive Committee.
- d. Special meetings may be called by the Executive Committee or by written request of seven (7) voting members of the Board of Directors.

Section 3

Representation from a majority of the zones shall constitute a quorum.

Section 4

The Board of Directors shall:

- a. Transact the business of the district between conventions.
- b. Elect a President in the event a vacancy occurs in that office (see Article VI, Section 3a).
- c. Promote the work of the district.
- d. Consider and approve proposed bylaw amendments before presentation to the convention.
- e. Approve the budget at the time of the district convention.
- f. Select six (6) nominees for Pastoral Counselor to be submitted to the Nominating Committee.
- g. Approve reallocation of district mission grant funds (see Article XVII Section 7).

Section 5

When necessary, business may be conducted by mail, telephone, or electronic means.

ARTICLE XII — PASTORAL COUNSELORS

Section 1

The Pastoral Counselors shall be two (2) pastors of the LCMS who are serving in the parish ministry of the Texas District LCMS. They shall have served as Pastoral Counselor on the zone level. They shall serve for a term of four (4) years and be ineligible for reelection to consecutive terms. One (1) Pastoral Counselor shall be elected at each convention. A majority vote shall determine election. A newly elected Pastoral Counselor shall assume his duties at

the close of the convention in which he is elected. Should a Pastoral Counselor retire during his term he may continue to serve out his term.

Section 2

- a. The Board of Directors shall select six (6) nominees for approval by the President of the Texas District LCMS and submit these names to the Nominating Committee.
- b. From the names submitted and approved, the Nominating Committee shall:
 - 1) Obtain written consent to serve, if elected.
 - 2) Select two (2) candidates for Pastoral Counselor from those nominees expressing a willingness to serve.

Section 3

The Pastoral Counselors shall:

- a. Serve the district in an advisory capacity.
- b. Attend the district convention, meetings of the Executive Committee and the Board of Directors as non-voting members.
- c. When newly elected, attend the LWML convention.
- d. Serve as spiritual leaders to the officers and members of the district.
- e. Prepare devotions and worship services as requested.
- f. Serve as doctrinal advisors to committees as assigned by the President.
- g. Evaluate district mission grant proposals. For the purpose of selecting mission grant proposals for the convention ballot, the Pastoral Counselor shall have voting privileges.
- h. Perform other duties as set forth in the job description and as requested by the President.

Section 4

- a. In the event a vacancy occurs in the term of either Pastoral Counselor, such vacancy may be filled by the Executive Committee with approval of the President of the Texas District LCMS. Retired pastors may serve in this capacity.
- b. A Pastoral Counselor may be removed from office prior to the expiration of his term of office by a vote of three-fourths (3/4) of all voting members of the Executive Committee provided that the members of the committee (including the individual Pastoral Counselor involved) are notified at least two (2) days prior to the committee meeting where such action is contemplated. The Pastoral Counselor shall be afforded the opportunity to be heard at such meeting. The meeting to remove a Pastoral Counselor from office shall be a closed meeting.

ARTICLE XIII — FINANCES

Section 1

- a. All offerings in groups shall be collected through Mite Boxes or other voluntary means.
- b. Total Mite Box offerings shall be sent to the District Financial Secretary.
- c. At least quarterly, the District Treasurer shall remit twenty-five percent (25%) or more of the total district Mite Box offerings to LWML for approved mission grants and administration of the LWML.
- d. The balance will be retained in the district treasury and used for the approved mission grants and for the administration of the district.

Section 2

The expenses of the Board of Directors, Executive Committee, Committee Chairmen and other routine administrative expenses incurred in the management of the district shall be paid from the district treasury. Expenses shall include food, travel, and lodging expenses necessary for the attendance at meetings and the execution of duties.

Section 3

Travel expenses to the district convention and meetings will be paid according to the standard set forth in the Standing Rules.

Section 4

The district travel fund shall provide financial assistance to those attending the LWML convention, including:

- a. Delegates.
- b. District President.
- c. Newly elected officers.
- d. Newly elected Pastoral Counselor.
- e. Newly selected District Young Woman Representatives.

f. Vice President of Communication.

This assistance shall help cover the cost of meals, lodging, travel, and registration fees, in accordance with the standards outlined in the Standing Rules. The purpose of the fund is to share the financial responsibility among all district members and ensure equitable support for participants.

Section 5

Voluntary offerings may be received at zone rallies and/or events to defray expenses for speakers, supplies, etc., and the expenses for sending zone representatives to the district convention or other events. Surplus funds may flow into the district treasury to support the approved district mission grants.

Section 6

The offerings received at the district convention shall be disbursed as directed by the Board of Directors.

Section 7

District convention expenses shall be funded by registration fees. These registration fees shall be determined by the Executive Committee of the District, based on estimates provided by the Convention Host Committee, and shall be paid by delegates and guests.

ARTICLE XIV — DEPARTMENTS AND STANDING COMMITTEES

Section 1

- a. The departments shall be Christian Life, Communication, Gospel Outreach, and Organizational Resources, with a vice president serving as coordinator of each department. The coordinator shall be an ex-officio member of any committees in the department of which she is not chairman (see Article VIII).
- b. The standing committees shall be Christian Life, Communication, Mission Grants, Mission Service, Leader Development, Structure, Committee on Young Women, Endowment, and Scholarship.
- c. Standing committee members may be appointed by the standing committee chairmen, with the approval of the Executive Committee, except for the Endowment and Scholarship Committee members, who are appointed by the District President and approved by the District Executive Committee (see Article XIV, Section 7). Committee members assume their duties upon approval.
- d. The standing committee members, with the exception of the Scholarship Committee, shall serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) re-appointment.
- e. Any standing committee chairman may be invited to attend Executive Committee meetings when business pertaining to her committee is to come before the Executive Committee.
- f. The chairman shall perform other duties as set forth in the job description and as requested by the District President.

Section 2

The Christian Life Department, composed of the Vice President of Christian Life as coordinator and as many Christian Life Committee members as deemed necessary by the coordinator, shall:

- a. Plan programs, provide materials, conduct workshops and seminars with district, zones, or groups, as requested, to enable women of the church to grow spiritually and to become active participants in spiritual development programs.
- b. Plan the spiritual enrichment activities of the district convention with the District President.
- c. Plan the retreat(s) with the Christian Life Committee.

Section 3

The Communication Department, composed of the Vice President of Communication as coordinator and as many Communication Committee members as deemed necessary by the coordinator, shall:

- a. Produce publicity and promotional materials related to the program and work of the LWML for use within the organization.
- b. Be responsible for maintaining the district website and social media.
- c. Receive, compile, and distribute newsletters and information by electronic means and make such information available on the district website.
- d. Encourage and assist the district, zones, and groups to publicize and promote their programs and events.
- e. Interact with LCMS entities to inform them of the mission and ministry of the LWML and to develop partner relationships.
- f. Coordinate convention publicity.

- g. Be responsible for the official publication of the district.
- h. Have editorial privileges.

Section 4

The Gospel Outreach Department shall include the Mission Grants Committee and the Mission Service Committee. The Vice President of Gospel Outreach will serve as coordinator of the department.

- a. The Mission Grants Committee, composed of the Vice President of Gospel Outreach as chairman, the District President, the assigned Pastoral Counselor, and as many members as deemed necessary by the chairman, shall function in the manner described in Article XVII, and shall:
 - 1) Investigate and evaluate each mission grant presented for consideration.
 - 2) Present mission grants for evaluation by proper LCMS officials (see Article XVII, Section 2).
 - 3) Prayerfully select from the evaluated proposals those mission grants which shall appear on the convention ballot.
 - 4) Publicize proposed mission grants prior to the district convention.
 - 5) Impartially present proposed mission grants to the district convention.
 - 6) Provide progress reports on adopted mission grants to the Vice President of Communication for publication.
- b. The Mission Service Committee, composed of a chairman appointed by the President and approved by the Executive Committee and as many members as deemed necessary by the chairman, shall:
 - 1) Alert members to opportunities and challenges for mission service in the church, community, and church-at-large.
 - 2) Encourage active participation in and provide materials and suggestions for mission service projects.
 - 3) Prepare a report for each regular meeting of the District Executive Committee, Board of Directors and the convention.

Section 5

The Organizational Resources Department shall include the Leader Development Committee, the Structure Committee, and the Committee on Young Women. The Vice President of Organizational Resources shall be coordinator of the department.

- a. The Leader Development Committee, composed of the Vice President of Organizational Resources as chairman and as many members as deemed necessary by the chairman, shall:
 - 1) Equip and encourage women by creating, developing, and providing ideas, techniques, and resources which will enrich and stimulate individuals to serve in leadership positions where God has placed them.
 - 2) Encourage, with the assistance of the zone presidents, women in established congregations, mission congregations, resident homes, on college campuses, or other settings to form and/or affiliate groups with the LWML.
 - 3) Offer assistance to zones by:
 - a) Providing encouragement, ideas, and materials for effective programming.
 - b) Providing assistance for division of, formation of, or affiliation with zones upon request, using guidelines approved by the Executive Committee, LCMS circuit lines preferred.
 - 4) Keep a record of zones, groups, and their respective officers and/or committee chairmen.
 - 5) Collect necessary statistics from zones for publication in convention manuals (both district and LWML levels).
- b. The Structure Committee, composed of a chairman appointed by the President and approved by the Executive Committee and as many members as deemed necessary by the chairman, plus the Parliamentarian as an ex-officio member, shall:
 - 1) Study the district bylaws and submit to the membership for consideration proposed amendments as deemed advisable, after they have been approved by the District Executive Committee and the LWML Structure Committee.
 - 2) Send the number of copies requested of any amendments or revisions of the district bylaws to the LWML Structure Committee immediately after adopting.
 - 3) Receive and examine all bylaws and amendments of all zones and groups as to their essential requirements and approve those not in conflict with the policies and object of the district.
 - 4) Serve as an advisory member of the Executive Committee.
 - 5) Prepare a report for each regular meeting of the District Executive Committee, Board of Directors, and the convention.
- c. The Committee on Young Women, composed of no more than four (4) members, shall include a chairman appointed by the President and approved by the Executive Committee, and the outgoing District Young

Woman Representatives, when feasible. The present District Young Woman Representatives shall serve as advisory members. The committee shall:

- 1) Coordinate and publicize the Young Woman Representative Program for the district.
- 2) Establish guidelines in accordance with directions of the LWML for selection of qualified representatives.
- 3) Prepare a young woman's packet that would be shared upon request.
- 4) Correspond, as needed, with Zone Young Woman Representatives and zone presidents.
- 5) Prepare a report for each regular meeting of the District Executive Committee, Board of Directors, and the convention.

Section 6

The Endowment Committee shall be composed of up to three (3) members and shall include a chairman and two (2) other members appointed by the District President and approved by the Executive Committee. In addition, the outgoing Endowment Committee Chairman shall serve one (1) 2-year term in an advisory/mentor capacity without a vote. The committee shall:

- a. Promote and encourage donations to the endowments of the district.
- b. Encourage members to make planned gifts to the endowments.
- c. When attending the district convention as an exhibitor, do so at the district's expense based on the Standing Rules.
- d. The chairman shall be recognized as a member of the Board of Directors with voice, but no vote.
- e. Prepare a report to each regular meeting of the District Executive Committee, Board of Directors, and the convention as requested.

Section 7

The Scholarship Committee shall be composed of up to three (3) district members appointed by the District President and approved by the District Executive Committee. A new member will be appointed at each convention to serve a term of six (6) years and shall not be eligible for re-appointment. A Pastoral Counselor will serve as an advisory member. The committee shall:

- a. Establish guidelines.
- b. Determine the number of scholarships to be given each year; who will receive the scholarship(s); the amount of each scholarship; and the duration of the scholarship(s).
- c. Forward names of recipients to the District Executive Committee for approval.
- d. Notify recipients of their awards.
- e. Authorize and assist the Lutheran Foundation of Texas DBA Legacy Deo in disbursing scholarship funds.
- f. Be responsible for all publicity for application process and for recipient announcement.
- g. Prepare a report to each regular meeting of the District Executive Committee, Board of Directors, and the convention as requested.

ARTICLE XV — SPECIAL COMMITTEES

There may be other such committees as the Board of Directors and Executive Committee deem necessary to carry on the work of the district. The assembly authorizing the committee shall determine the authority and the responsibility of the committee.

ARTICLE XVI — OFFICIAL PUBLICATION

Section 1

The official publication of the district shall be the district newsletter and shall be compiled by the Communication Department under the supervision of the Vice President of Communication.

Section 2

The purpose of the official publication shall be to:

- a. Promote the object of the district.
- b. Inform the district membership of the progress of the work of the officers, committees, and member groups.

ARTICLE XVII — MISSION GRANTS

Section 1

Proposals for mission grants shall be submitted to the Vice President of Gospel Outreach of the district in odd-numbered years as stated in the guidelines for submitting mission grant proposals. The proposed mission grants may be submitted

by members, groups, or zones of the district and shall be signed by the submitter's Texas District LCMS pastor or zone Pastoral Counselor.

Section 2

Proposals for mission grants shall be presented for evaluation to the Texas District LCMS President and his appointed representative to the Board of Mission Administration, and the District Pastoral Counselors. Mission grant proposals outside of the Texas District shall be sent for evaluation to the appropriate LCMS office. After these officials have evaluated the mission grant proposals as truly mission-oriented in character and merit the consideration of the district, and after evaluation and selection by the Mission Grants Committee, the proposed mission grants shall be presented to the delegates at the district convention for consideration and action.

Section 3

The following stipulations shall be observed in the administration of the mission grant requests for funds:

- a. Requests shall not be made for any mission grants that necessitate a permanent subsidy from the funds.
- b. Requests shall not be made for any mission grants requiring borrowed funds.
- c. Requests shall not be made to cover deficits or shortages in the LCMS district treasury.
- d. Responsibility of the district ceases after mission grants have been completed.

Section 4

The Executive Committee shall give authority to the Vice President of Gospel Outreach to allocate funds when it is available according to the urgency of the need.

Section 5

Mission grant funds not used after a period of four (4) years from the time of adoption shall be returned to the district treasury for reallocation. The Board of Directors has the authority to extend the time in case of extenuating circumstances.

Section 6

If a mission grant does not receive funds in the biennium in which it was adopted because of lack of funds, new mission grants shall not be funded until the previous biennium's mission grants have been fully funded.

Section 7

The Mission Grants Committee Chairman shall make progress reports of adopted mission grants to the Executive Committee. Mission grant funds approved by the convention and not used as proposed may be reallocated by the District Board of Directors to the same recipient, if the need exists. If the mission grant is completely nonviable and should there be a current mission grant that was incompletely funded by the convention for which the need still exists, the available funds may be reallocated to such mission grant by the Board of Directors up to the original amount requested. Otherwise, these and remaining funds shall be designated as excess funds (see Article XVII, Section 8).

Section 8

Any excess funds, after all current mission grants are paid in full and all district obligations met, shall be added to the amount designated for mission grants of the next biennium, over and above the adopted mission grant goals.

ARTICLE XVIII — FISCAL YEAR

The fiscal year of the district shall be from April 1 to March 31 inclusive.

ARTICLE XIX — EMERGENCY ACTION

In the event of any great emergency such as war, epidemic, disaster, or any other prevailing condition making the holding of a convention inadvisable, the Executive Committee shall have the authority to determine whether the convention shall or shall not be held; a two-thirds (2/3) vote of the Executive Committee shall decide and the vote may be taken by mail, telephone, or electronic means. In the event the convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting the routine convention business. Such procedure shall be approved by the Board of Directors and the approval may be secured by mail, telephone, or electronic means.

ARTICLE XX — PARLIAMENTARY AUTHORITY

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

ARTICLE XXI — AMENDMENTS

The bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the district convention providing the proposed amendments have been approved by the LWML Structure Committee and published in the official publication or on the website prior to the district convention in which they will be considered for adoption. By majority vote, an approved proposed amendment may be presented to the district convention without notice and shall require a three-fourths (3/4) vote for adoption.

STANDING RULES (adopted by convention delegates)

- Groups shall pay for their subscriptions to the *Lutheran Woman's Quarterly*. (Convention 1970; amended Convention 2008)
- 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; Convention 2026)
- Mites (Report of the Membership) are to be reported each biennium with the convention manual. (Convention 1978; Convention 2026)
- The meeting to remove any officer from office shall be a closed meeting (see District Bylaws; Article VI. Section 4; Article XII. Section 4, b). (Convention 2004; Convention 2026)
- 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)

PLEASE NOTE: For a complete list of all standing rules for LWML Texas District go to our website at lwmltxdist.org or contact the Structure Committee Chairman at structure@lwmltxdist.org.