

# BOARD OF DIRECTORS

## **Bylaws and Standing Rules**

Both the LWML Texas District Bylaws and LWML Texas District Standing Rules are included in this *Leader's Manual* and are available online at [lwmltxdist.org](http://lwmltxdist.org). Many of the Standing Rules apply to the Board of Directors. Refer to them often for clarification on policies that apply to your office.

## **Board of Directors Defined**

The Bylaws define the Board of Directors:

"The Board of Directors shall consist of the elected officers of the LWML District, the zone presidents, and the chairmen of the Mission Service Committee, the Structure Committee, the Nominating Committee, and the Committee on Young Women as voting members. The Archivist-Historian, Parliamentarian, and the Pastoral Counselors shall be advisory members. Other appointed personnel and standing committee chairmen may attend at the invitation of the LWML District President. The standing rules add Endowment Chair with voice but no vote.

## **Duties of the Board of Directors(BOD)**

The Bylaws state:

"The Board of Directors shall:

- a. transact the business of the LWML District between conventions;
- b. elect a President in the event a vacancy occurs in that office;
- c. promote the work of the LWML District;
- d. consider and approve proposed bylaw amendments before presentation to the convention;
- e. approve the work program at the time of the LWML District convention;
- f. approve the cost of publication of the *District News*;
- g. select six (6) nominees for Pastoral Counselor to be submitted to the Nominating Committee."

## **Zone Presidents' Elections**

The Standing Rules state that all zones shall elect their president for terms of two (2) years in the fall of even-numbered years. Immediately following the election, send the contact information for the zone president to the District Vice President of Organizational Resources.

## **Meetings**

### **When**

The BOD meets at least annually. The meetings are usually held at Camp Lone Star, in late winter. In even-numbered years, one meeting is held in the convention city prior to the biennial LWML District Convention. Zone Presidents Orientation (ZPO) will be held in late winter of odd-numbered years in conjunction with BOD meeting (date to be determined by EC). During the ZPO important information and training will occur for all members of the BOD.

## **Attendance**

All members of the Board of Directors as enumerated in the bylaws are expected to attend every Board of Directors meeting. The District President may request others to attend. In case of emergency, the District President is to be notified if a member cannot attend a meeting. If a zone president is unable to attend, any elected zone officer is authorized to attend in her place and will have voice and vote.

## **Call — Agenda**

The District President issues the official call to the board meeting approximately six weeks prior to the meeting. An abbreviated agenda will be included or sent approximately two weeks prior to the meeting. Instructions for the meeting including what to bring, any reports due and specifics of the meeting will be sent with the call.

## **Arrangements — Travel Reimbursement**

Each member is to make her/his own travel arrangements. The LWML Texas District will reimburse mileage (see Standing Rules for rate) or most economical air fare (see LWML Texas District Travel Policy in this section). When driving, carpooling is encouraged. The voucher must include printed mileage map from a mapping site (Google, Maps, etc.) and names of those in the carpool.

Housing and food arrangements are made for all members when meeting at Camp Lone Star. These expenses are paid by LWML Texas District.

At the convention site meeting, a meal will be provided by LWML Texas District after the meeting.

LWML Texas District provides a daily per diem for meals on meeting days and 50% of the daily per diem en route to and from the location of the meeting. Note: If the meeting event provides meals at no charge to the participants, the daily per diem rate will not apply. (See Standing Rules and Travel Policy for details included in this *Leader's Manual*.)

At district convention site meetings, LWML Texas District will reimburse zone presidents for one-way travel and one night's lodging based on two people to a room. Only your portion of the room is reimbursable by the district. If rooming with more than two to a room, expenses will be paid for actual cost (i.e., one-third room rate if three to a room). Receipts must accompany voucher. Convention expenses for the remaining nights of the hotel room and one-way travel home are the responsibility of the zone. The zone president is responsible for making her hotel reservation.

All Board of Directors' vouchers are to be handed in or sent to the District President within thirty (30) days.

## **Communications**

The district communicates by email. Check email frequently (at least weekly) and reply within three (3) days to all communications. Sign up for the email list on the website.

### ***President's Memo or Items of Importance***

The LWML Texas District President at her discretion sends a memo approximately every three or four months. These are to inform LWML district leaders of pertinent information. Please disseminate information as directed in the memo and file for reference.

### **Executive Committee Summary of Minutes**

After every Executive Committee (EC) meeting, the District Recording Secretary sends a summary of the meeting to the Board of Directors. This keeps the board informed of the business of the LWML District conducted by the Executive Committee.

### **Board of Directors Minutes**

A Minutes Review Committee is appointed for each board meeting. The District Recording Secretary prepares the minutes which are reviewed by the committee and then the final copy of the minutes is distributed to each board member. The District Recording Secretary should be notified of any corrections.

### **Newsletters — *The Lone Star Connection***

*The Lone Star Connection* is the official LWML Texas District newsletter which is distributed to all members bimonthly. Anyone who subscribes on the website to receive emails from the district will receive a copy by email from the Vice President of Communication. It is the responsibility of the zone president to distribute *The Lone Star Connection* to all group presidents, individual members, and contact persons in her zone. Group presidents are to share this information with their members. Please file for reference. Encourage all group presidents and their members to sign up for the latest LWML Texas District news by email on the website's home page. In addition to receiving *The Lone Star Connection*, the district sends other important news items by email to everyone who subscribes.

### **LWML Texas District Convention Minutes**

Three members of the Board of Directors are appointed as Minutes Review Committee for each LWML District Convention. The District Recording Secretary prepares the minutes which are reviewed by the committee and then the final copy of the minutes is distributed to each board member.

### **Mission Grants & Fund-Raising Projects**

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|-----------|---|
| DISTRICTS | DO have Mission Grants<br>DO NOT have fund-raising projects (except when hosting a convention for convention expenses only)     |
| ZONES     | DO NOT have Mission Grants<br>DO NOT have fund-raising projects (except when hosting a convention for convention expenses only) |
| GROUPS    | SEND all mite money to the LWML District Financial Secretary<br>MAY have fund-raising projects                                  |

### **Correspondence and Files**

Keep a record of communications pertinent to your office/committee — mail, email and telephone.

Answer all correspondence within three days. Check your email frequently. Highlight all dated requests and make sure the request is completed by the deadline or give an explanation of why not. Allow for mail travel time to meet deadlines.

Maintain a file for your office or committee. File letters, minutes, reports, etc. for future reference. You may use a file box and pass the file on to your successor. Files may be saved electronically and given to your successor on a jump drive. Use compatible Microsoft files (Word, Excel, etc.) and PDF files.

### **Calendar**

Maintain at least a two-year calendar of upcoming LWML meetings, conventions, and deadlines pertinent to your office.

### **Mailing Lists**

Keep mailing lists up to date!! Send names, email and mailing addresses, and telephone numbers of current zone president, zone Christian life chairman, zone mission service (human care) chairman, zone treasurer, zone pastoral counselor, zone young woman representative(s), zone leader development (organizational resources) chairman, archivist-historian and any other zone officers to LWML District Vice President of Organizational Resources.

Committee members and appointed officers on the district level are to send names, email and mailing addresses, and telephone numbers to the Secretary to the President.

The privacy of our members is protected by law. The information contained in the LWML Texas District Membership Directory is ONLY for the use of the LWML Texas District Board of Directors for the purpose of carrying out the mission and business of the Lutheran Women's Missionary League Texas District. No portion of this directory shall be copied or shared without the express permission of the District President. Any and all requests shall be directed to the District President.

### **Important Deadlines** (See timeline Zone Leaders p11-13)

#### **November 1, every year — Membership Reports**

Statistical reports (membership reports) are due in November every year. District Vice President of Organizational Resources will send each zone president a letter and forms for all groups and individual members of the zone. It is the responsibility of the zone president to collect all membership reports and submit to the District Vice President of Organizational Resources by the deadline.

*Lutheran Woman's Quarterly* subscription orders and payment is due by November 1 every year. Submit orders for *Lutheran Woman's Quarterly* subscriptions using the annual membership report form. Payment and remittance forms must accompany all

orders and should be collected from groups by zone presidents and sent to the District Vice President of Organizational Resources.

**March 31, odd-numbered years — Travel Fund Assessment**

Zone treasurers are to send in the zone travel fund assessment to the District Financial Secretary. Notification of the assessment will be sent to the zone president and treasurer shortly after January 1 in odd-numbered years and will include a total amount based on the number of members in the zone. Each zone determines how much they need to assess per member of the zone.

Note: Zones may collect a travel fund assessment from the groups and individual members of the zone in the even-numbered years to cover the costs of sending the zone president, zone pastoral counselor and zone young woman representative(s) to the district convention. This travel fund assessment will be kept in the zone treasury.

**November 1, odd-numbered years — LWML Texas District Mission Grant Proposals**

Ten printed copies and one (1) electronic copy of mission grant proposals shall be submitted to the District Vice President of Gospel Outreach.

**November 1, odd-numbered years — Nominations for District Officers**

Nominations for LWML District Officers are due November 1, odd-numbered years. Send names, addresses, email addresses, and telephone numbers to LWML District Nominating Committee Chairman. Persons must have served as zone officers to be eligible except in the case of Recording Secretary, Financial Secretary and Treasurer.

**March 1, even-numbered years — Zone Young Woman Representative(s)**

Contact information for zone young woman representative(s) is due to the District Committee on Young Women Chairman by March 1, even-numbered years, following the guidelines in that section of this *Leader's Manual*.

**May 1, even-numbered years — District Convention Delegates**

Group delegates and alternates are elected in the spring. The *Group Delegate Certification* form (sample in Organizational Resources section) is sent to groups in the convention registration packet. The group president completes, signs, and mails this form to the zone president by May 1. The zone president transfers this information to the *Zone Certification Form* received in the mail. By an assigned deadline she mails it and all *Group Delegate Certification* forms to the District Vice President of Organizational Resources.

**August 15, even-numbered years — Nominations for LWML Officers**

Send completed nomination forms with names and addresses of potential candidates to the LWML Nominating Committee (see *lwml.org* for nomination forms to submit online or through paper forms by mail or email). Notify the candidate that you have nominated her. Check the information provided by the LWML Nominating Committee for qualifications of each office. The deadline to submit required forms to the LWML Nominating Committee Chairman is August 15.

### **August 15, even-numbered years — LWML Mission Grant Proposals**

Follow the guidelines posted at [lwml.org](http://lwml.org) to submit mission grant proposals. They must first be submitted online to the LWML, preferably by August 15 of even-numbered years. LWML will then sent to the LWML District President and Texas District LCMS President for their signatures. **Please consult with the District Vice President of Gospel Outreach before submitting proposals electronically.** The deadline to submit the proposals for consideration by the LWML Mission Grants Selection Committee is September 1

### **January 1, odd-numbered years — District Young Woman Representatives**

Nominations for District Young Woman Representatives are due to the District Committee on Young Women Chairman by September 1 following the guidelines in that section of this manual.

### **January, odd-numbered years — District Banner Design for LWML Convention**

Request information from District President on submitting a banner design which will be carried in the district banner processional of the LWML convention. The Executive Committee will choose a design at their spring EC meeting in the odd-numbered years.

### **Spring, odd-numbered years — LWML Convention Delegates**

Names of delegates and alternates elected by the zone to the LWML conventions are sent to LWML District President for certification (usually by February 1) and submittal to LWML Recording Secretary by assigned deadline.

### **Delegates to LWML (National) Conventions**

The District President will share information and instructions for the zone presidents to register and attend the LWML conventions as delegates in December of even-numbered years and at the BOD meeting in February, odd-numbered years. Expenses for the delegates will be covered by the travel fund of the district, following the guidelines of the district Travel Policy.

### **LWML District Committees and Appointed Personnel**

#### **Appointments**

LWML district committees and appointed personnel are appointed for a term of two years and are eligible for one reappointment. They serve until their successor is appointed. The District President makes the appointments with the approval of the Executive Committee.

Committee chairmen appoint their respective committees with the approval of the Executive Committee.

Each committee is assigned a District Pastoral Counselor to serve as advisor and member of the committee.

#### **Meetings**

Committee meetings are called by the committee chairman as needed to effectively expedite the responsibilities of the committee. Cost effectiveness is always a goal.

The LWML District President is an ex-officio member of each committee except the Nominating Committee. She has the privilege, including voting, but not the responsibilities of the committee.

THE EXECUTIVE COMMITTEE HAS THE RESPONSIBILITY OF APPROVING ALL PROPOSED ACTIONS OF ALL COMMITTEES.

### **District Conventions**

Standing committee chairmen are to attend the LWML District Convention. They are to assume any responsibilities assigned them by the Executive Committee (i.e. devotions, evaluation form, prayers, etc.). Committee members with duties at the convention may be asked to attend by their chairman.

Each standing committee chairman provides a written report for the convention manual.

### **Stationery**

A template for letterhead is available from the District Vice President of Communication.

### **Correspondence and Files**

In order for the LWML District to operate effectively there is a chain of command. Send copies of all pertinent correspondence to the Vice President of your department. Keep the District President informed of all pertinent items.

Committee meeting minutes should be sent within ten (10) to the District President.

Maintain a file for your position. File letters, minutes, reports, etc. for future reference. On completion of term, edit the file for personal material and pass the file to your successor. Materials may be stored electronically and passed to your successor by jump drive. Be sure to use compatible files with Microsoft Office.

At the end of the biennium, chairmen are to sort and give material to the LWML District Archivist-Historian. (See Archivist-Historian section in this manual.)

### **Reports**

The District President will request written reports for the Executive Committee and Board of Directors meetings. The Secretary to the President will send deadlines and instructions. The District Recording Secretary will request materials for the convention manual. Keep a record of all activities of your position to give a complete report when requested.