

STANDING RULES
LWML CAPITOL ZONE

1. Societies shall pay for their subscriptions to the *Lutheran Woman's Quarterly*. (DSR*, Spring Rally 2011)
2. Societies are encouraged to give extra contributions designated for *DISTRICT NEWS* to help defray cost of publication. (DSR*)
3. Minutes of Zone Rallies should be sent to the District President, to all Zone officers, and to each Society President of the Zone following approval of the Zone Executive Committee (EC). (DSR* & Bylaws, Spring Rally 2005, & Spring Rally 2011)
4. Expenses of registration, meals, lodging, and travel are to be paid for the Zone President (or her alternate) and Vice President of Christian Life and Gospel Outreach (or her representative) to attend the District Convention and any District sponsored event. The Vice President of Human Care and Organizational Resources shall serve as the alternate delegate to the President. If the Vice President of Christian Life and Gospel Outreach is unable to attend, a member of the Christian Life Committee as designated by the Vice President of Christian Life and Gospel Outreach shall serve as her representative. (Spring Rally 2000, Fall Rally 2001, Fall Rally 2002, & Spring Rally 2005)
5. Monies for the Travel Fund Assessment will be assessed by the Zone EC each year in January to be collected by the end of March. (Fall Rally 1979, Zone Executive Board 1993, Spring Rally 2000, Spring Rally 2005, & Spring Rally 2011)

In addition to this assessment, up to an additional \$1.50 per society member will be added each year to maintain the Convention and Conference Fund. This fund will be used to cover the expenses of the Zone President and Vice President of Christian Life and Gospel Outreach to attend the District Convention and any District sponsored event as stipulated in Standing Rule #4. It will also be used to cover the expenses of the Zone Young Woman Representative(s) and the Pastoral Counselor to attend the District Convention. All District Convention arrangements and expenses for Capitol Zone Representatives shall be coordinated through the Zone President. These expenses will be reimbursed by the Zone according to LWML Texas District Standing Rule 8 which stipulates limits on mileage, meals, and lodging. (Spring Rally 2000, Fall Rally 2001, Fall Rally 2002, Spring Rally 2003, Spring Rally 2005, & Spring Rally 2011)

6. The Zone Secretary or Treasurer will serve as delegate to the LWML national Convention when two delegates are allowed.

The President will appoint an alternate delegate(s) from the Zone's Executive Committee, if necessary. (Fall Rally 1992, Spring Rally 2000, Fall Rally 2001, Spring Rally 2005, & Fall Rally 2012)

7. The Society having the highest percentage of members present at a Rally, other than the Host Society, will be presented a Certificate of Award. (Spring Rally 1979)

8. The schedule for Units hosting Rallies shall be as follows:

Trinity, Taylor
Grace, San Marcos
Hope, Austin
St. Paul, Thorndale
Mission Liberty Hill
Our Savior, Austin
Redeemer, Austin
Zion, Walburg
Point of Grace, Pflugerville
St. Paul, Austin
Faith, Georgetown
Good Shepherd, Cedar Park
Bethany, Austin
Christ Our Savior, Lago Vista
Hope LWML, Marble Falls
King of Kings, Round Rock
Mt. Olive, Austin

The Host Unit will be rotated according to this list. The unit listed third forward from the host unit will lead the opening, and the unit sixth forward from the host unit will lead the closing. The unit next after the host unit will give the response and invitation to the next event. (Spring Rally 2000, Spring Rally 2005, Spring Rally 2011, Fall Rally 2012, & Fall Rally 2015)

9. The Capitol Zone Newsletter will be published quarterly in the months of February, May, August, and November. (Spring Rally 2000 & Fall Rally 2001)
10. The speakers for the Zone Rally programs shall be coordinated by the Vice President of Christian Life and Gospel Outreach, with input from the host church regarding ingathering, and approval from the EC and the Pastoral Counselor. The Vice President of Christian Life will communicate with all societies that have a role at the rally (host [offers welcome], upcoming rally host [offers response], opening devotion, closing devotion, etc.), based on the rotation list in SR 8, at least two months prior to the rally. Rally speakers are to be paid \$100.00 plus mileage, meals, and lodging expenses, when appropriate, at the rate allowed by the LWML Texas District. (Fall Rally 1991, Fall Rally 2001, Spring Rally 2005, Spring Rally 2011, Zone EC Meeting July 2017, Fall Rally 2018)
11. The Leader/Speaker for the Zone Retreat shall be coordinated by the Vice President of Human Care and Organizational Resources. Speaker suggestions shall be presented to the EC. The speaker must be approved by the EC and Pastoral Counselor. The Retreat Speaker is to be paid up to \$500.00 plus mileage (out of state speakers a maximum of \$400.00 travel allowance), meals, and lodging expenses, when appropriate, at the rate allowed by the LWML Texas District. If the Zone Pastoral Counselor participates in the Capitol Zone Retreat, his mileage is to be reimbursed at the rate allowed by the LWML Texas District. His lodging and meals at the retreat location will also be paid. (Fall Rally 1991, April 24 1997 Executive Board Meeting, Fall Rally 2001, Spring Rally 2005, Spring Rally 2011, Spring Rally 2013, Zone EC Meeting July 2017, Fall Rally 2018)

12. Zone Retreat registrants who do not attend the retreat will be refunded all except \$10 of their registration fee. It will be retained by the Zone to cover registration expenses. (Spring Rally 1993, Zone EC Meeting July 2017, & Fall Rally 2018)
13. Retreat Scholarship applicants are to contact the Vice President of Human Care and Servant Resources at least two weeks prior to the Retreat. The Vice President of Human Care and Servant Resources in turn presents to the EC the number of applicants and a recommendation. The final decision rests with the EC. The Vice President of Human Care and Servant Resources will notify the recipient(s) as soon as possible. (Policy adopted Fall Rally 1996; revised Spring Rally 2005)
14. The Zone Young Woman Representative(s) serves for a period of two years, the term of which begins on November 1 of odd-numbered years, with responsibilities as stipulated by the LWML Texas District. A Zone YWR shall serve no more than two terms. She is invited to Zone EC and Zone Board of Directors meetings as an advisory member. Individual societies shall reimburse the Young Woman Representative(s) for speaking engagement travel expenses in their respective societies. (Fall Rally 2001, Spring Rally 2005, & Fall Rally 2015)
15. The Zone Spring Rally will be held on the last Sunday in April each year unless Easter Sunday or a conflict at the host congregation prevents this; in which case the host congregation is to present a recommendation to the Zone EC for an alternate date and time no later than January 1 of that year. A decision on the alternate date will be made by the EC at least 3 months in advance of the date of the Spring Rally for that year. The Fall Rally will be held on the first Sunday in October each year. (Fall Rally 2002 & Spring Rally 2005)
16. Societies are encouraged to give extra contributions so that the Capitol Zone can cover travel fund assessments and subscriptions to the *Lutheran Woman's Quarterly* for active members and advisors of the Concordia University, Helping Hands Society. (Spring Rally 2011, Fall BOD Meeting 2017, & Fall Rally 2018)
17. An account at the zone'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, Capitol Zone. (DSR*, Spring Rally 2011)
18. Elected and appointed personnel, upon completion of their tenure, agree to remain in an advisory capacity for their successor, if requested. (Zone EC Meeting July 2017)
19. Zone elected and appointed personnel will coordinate with the VP of Communication to publicize information and events relative to their roles of responsibility in all appropriate online communications. (Zone EC Meeting July 2017)

* District Standing Rule