

LUTHERAN WOMEN'S MISSIONARY LEAGUE TEXAS DISTRICT BYLAWS
Index (for Bylaws Effective Date of July 2018)

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

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Revisions adopted June 1958
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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 the LWML 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 LWML 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 society, 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 LWML District of the LWML is composed of individual women and women's societies within LCMS congregations, on campuses, in resident homes, or in other settings. These individuals and societies are united to form zones, LCMS circuit lines preferred, and the zones are united to form the LWML District.

Section 2

The Texas District of the LCMS shall counsel and advise the LWML District.

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 LCMS, on campuses, in resident homes, or in other settings, who have expressed their desire to join, shall be eligible for membership as societies.
- c. One (1) or more societies affiliated with the LWML 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 society in a setting other than a congregation, a campus, or a resident home upon approval of the LWML District Executive Committee.

Section 2

Society membership in the LWML District shall be processed by:

- a. notifying the LWML District President or the Leader Development Committee Chairman;
- b. submitting a completed and signed "Statement of Intent" form to the Leader Development Committee Chairman, indicating compliance with the LWML Articles of Incorporation and the Bylaws of the LWML District;

- c. submitting within one (1) year of its formation, a copy of proposed bylaws to the LWML District Structure Committee Chairman for approval;
- d. submitting names and contact information of officers and/or LWML contact person to the Leader Development Committee Chairman;
- 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 society affiliated with the LWML District.
- b. Application for individual membership should be made to the LWML District President or Leader Development Committee Chairman.
- c. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the LWML 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 - ORGANIZATION

Section 1

The LWML District shall organize into zones. These 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 zone's bylaws for the purpose of representation at the conventions of the LWML;
- c. serve as rally centers and host LWML District conventions.

Section 2

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

ARTICLE VI - CONVENTIONS AND REPRESENTATION

Section 1

A convention for the purpose of transacting the business of the LWML District shall be held biennially in the even-numbered years at a site selected by the Board of Directors.

Section 2

Convention sites shall be determined four (4) years in advance.

Section 3

In the event that the convention site selected by the Board of Directors becomes unfeasible, the Executive Committee shall have the authority to select another site.

Section 4

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

- 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. 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 XII, Section 1 b).;
- c. All past LWML Texas District Presidents who are currently members of LWML and reside in the district.

Section 5

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

Section 6

- a. Each delegate shall have a certified alternate when possible.
- b. The names of the delegate and her alternate shall be ratified by their LWML Society President.
- c. The names of the certified delegates and alternates shall be submitted to the LWML District Leader Development Committee Chairman no later than three (3) weeks prior to the convention.
- d. In the event neither the delegate nor the alternate is able to serve, a member of the same society may serve as delegate upon certification in writing by her LWML Society President and presentation to the LWML District Leader Development Committee Chairman.

Section 7

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

Section 8

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a site determined by the Board of Directors. 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. Delegates may vote in only one (1) capacity and proxy votes are prohibited.
- c. The names of the delegates and the alternates shall be certified by the LWML District President.
- d. Each certified delegate shall have a certified alternate when possible.
- e. The LWML District President shall send the names of the certified delegates and alternates to the LWML Recording Secretary when requested.
- f. 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 LWML District President and presentation to the LWML Recording Secretary.

ARTICLE VII - 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 Human Care
 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 LWML District through the LWML group policy.
- c. The election of officers shall be as follows:
 - 1) the President, Vice President of Human Care, Vice President of Organizational Resources, and Financial Secretary shall be elected at one (1) LWML District convention;
 - 2) the Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Recording Secretary, and Treasurer shall be elected at the following LWML 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 sixty (60) days following election.

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 messaging.
- 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 the Board of Directors by a vote of three-fourths (3/4) of all members of the Board, provided that the members of the Board (including the individual officer involved) are notified at least two (2) days prior to the Board meeting where such action is contemplated. The individual officer involved shall be afforded the opportunity to be heard at such meeting.

ARTICLE VIII - 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.

Section 2

Societies and zones shall submit names for elective offices and Nominating Committee candidates. Nominees shall be active members of the LWML and, except for the offices of Recording Secretary, Financial Secretary, and Treasurer, shall have previously served as an elected or appointed zone officer and shall have previously served at least one complete 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 XIII, Section 2);
- d. obtain written consent of all nominees to serve, if elected;
- e. submit report to be published in the *District News* or in a direct society mailing prior to the LWML District convention;
- f. prepare printed ballots with the names listed in alphabetical order.

Section 4

Nominations 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.

ARTICLE IX – DUTIES OF OFFICERS

Section 1 - President

The President shall:

- a. preside at all conventions of the LWML 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 emergency committees and advise the Executive Committee promptly of this action;
- d. be an ex officio member of all departments and committees except the Nominating Committee;

- e. appoint the following special committees prior to the LWML District convention: Minutes Review, Tellers, and Resolutions;
- f. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the LWML 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 Board of Directors. If unable to attend a Board of Directors meeting, any elected LWML District officer shall be authorized to attend as the President's non-voting representative.

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 LWML 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 LWML District and chairman of the Communication Committee;
- c. supervise publishing of the *District News*;
- d. report to the Executive Committee and to the Board of Directors;
- e. prepare a report for the LWML 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 LWML District convention;
- d. report to the Executive Committee and to the Board of Directors;
- e. prepare a report for the LWML District convention; .
- f. perform other duties as set forth in the Job Description and as requested by the President.

Section 5 - Vice President of Human Care

The Vice President of Human Care 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 Human Care Department;
- b. be chairman of the Human Care Committee;
- c. report to the Executive Committee and to the Board of Directors;
- d. prepare a report for the LWML District convention;
- e. perform other duties as set forth in the Job Description and as requested by the President.

Section 6 - 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. report to the Executive Committee and to the Board of Directors;
- f. prepare a report for the LWML District convention;
- g. perform other duties as set forth in the Job Description and as requested by the President.

Section 7 - 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; 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 LWML District convention;
- f. provide the following information of the LWML 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 LWML 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 LWML 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 LWML District convention;
- l. perform other duties as set forth in the Job Description and as requested by the President.

Section 8 - Financial Secretary

The Financial Secretary shall:

- a. receive all moneys and deposit them in financial institutions approved by the Executive Committee;
- b. keep an itemized account of all receipts;
- c. transfer to the Treasurer all moneys received;
- d. provide a financial report for each regular meeting of the Executive Committee, the Board of Directors, and the convention; send a monthly report of receipts to the President, Vice President of Organizational Resources, and Treasurer;
- e. compute delegate travel expense to the LWML convention and make recommendation to the LWML District Executive Committee of amount to be contributed from each member toward the LWML District Travel Fund;
- f. submit records for professional financial review at the end of each LWML District biennium;
- g. be responsible, during term's second biennium, for the financial review of the LWML District convention Treasurer's books by December 31 of the convention year;
- h. report to the Executive Committee and to the Board of Directors;
- i. perform other duties as set forth in the Job Description and as requested by the President.

Section 9 - Treasurer

The Treasurer shall:

- a. receive the moneys from the Financial Secretary and deposit them in financial institutions approved by the Executive Committee;
- b. keep an itemized account of all receipts and disbursements;
- c. make all payments authorized by the LWML 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, Vice President of Organizational Resources, Vice President of Communication, and *District News* Editor;
- g. submit records for professional financial review at the end of each LWML District biennium;
- h. prepare a work program in the spring of convention year, and present to Executive Committee for approval and to the Board of Directors for adoption at the time of LWML District convention;
- i. be responsible, during term's second biennium, for the financial review of the LWML District convention Treasurer's books by December 31 of the convention year;
- j. report to the Executive Committee and to the Board of Directors;
- k. perform other duties as set forth in the Job Description and as requested by the President.

Section 1

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

- a. be appointed by the President, with the approval of the Executive Committee;
- b. serve two (2) years, or until their successors are appointed, and be eligible for re-appointment with the exception of the Secretary to the President who serves at the will of the President;
- c. report to the Executive Committee and to the Board of Directors;
- d. prepare a report for the LWML 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 LWML 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 LWML District history for distribution to the membership when authorized by the Executive Committee;
- d. be custodian of historical documents of the LWML District;
- e. attend Archivist meetings upon request of the President;
- f. serve as an advisory member of the LWML District Board of Directors.

Section 3 - Convention Coordinator

The Convention Coordinator shall:

- a. assist zones in hosting LWML District conventions by:
 - 1) encouraging zones to extend an invitation for conventions;
 - 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.

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 – Secretary to the President

The Secretary 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 XI – EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be the elected officers of the LWML 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 LWML 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 meetings, when necessary, by mail, telephone, or electronic messaging;
- 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 VII, Section 3 a);
- c. promote the work and program of the LWML 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 LWML District, unless otherwise provided for in the Bylaws;
- e. approve the financial institutions for deposit of LWML District funds;
- f. determine the site of the biennial convention whenever such decision has not been made by the Board of Directors;
- g. plan and supervise the program of the LWML District biennial convention;
- h. prepare and present the work program to the Board of Directors and convention for adoption;
- i. approve societies formed in a setting other than a congregation, a campus, or a resident home;
- j. approve selection of the party conducting the financial review.

ARTICLE XII - BOARD OF DIRECTORS

Section 1

- a. The Board of Directors shall consist of the elected officers of the LWML District, the zone Presidents, and the chairmen of 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.
- b. When a zone President is absent from a Board of Directors meeting or LWML 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 annually.
- b. In convention years, the annual meeting shall be held in the convention city prior to the LWML 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 LWML District between conventions;
- b. elect a President in the event a vacancy occurs in that office (see Article VII, Section 3 a);
- 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.

Section 5

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

ARTICLE XIII - 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 and 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.

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 LWML District in an advisory capacity;
- b. attend the LWML 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 LWML;
- e. prepare devotions and worship services as requested;
- f. serve as doctrinal advisors to committees as assigned 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.
- b. A Pastoral Counselor may be removed from office prior to the expiration of his term by a vote of three-fourths (¾) 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.

ARTICLE XIV - FINANCES

Section 1

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

Section 2

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

Section 3

Travel expense to the LWML District convention and meetings will be paid according to the standard set forth in the Standing Rules.

Section 4

Delegates to the LWML convention shall receive allowances to assist with the cost of meals, lodging, travel, and registration fee from the LWML District Travel Fund (see Standing Rules). (The LWML District Travel Fund shares with each LWML District member the expense of delegates and the LWML District officers to attend the LWML convention.)

Section 5

The newly-elected LWML District Pastoral Counselor and district officers, as well as the LWML *District News* Editor, and newly selected District Young Woman Representatives, shall receive from the District Travel Fund the same allowances as delegates to attend the LWML convention.

Section 6

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 LWML District convention or other events. Surplus money may flow into the LWML District treasury to support the approved LWML District mission grants.

Section 7

The offerings taken at the LWML District convention shall flow through the LWML District treasury and be disbursed as directed by the Board of Directors.

Section 8

LWML District convention expenses shall be funded by registration fees. These registration fees shall be determined by the Convention Host Committee and the Executive Committee of the LWML District and shall be paid by delegates and guests.

Section 9

District News cost of publication shall be underwritten by the LWML District.

ARTICLE XV - DEPARTMENTS AND STANDING COMMITTEES

Section 1

- a. The departments shall be Christian Life, Communication, Gospel Outreach, Human Care, 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 IX).
- b. The standing committees shall be Christian Life, Communication, *District News* Staff, Mission Grants, Human Care, Leader Development, Structure, Committee on Young Women, and Scholarship Endowment Fund.
- c. Standing committee members may be appointed by the standing committee chairmen, with the approval of the Executive Committee, except for the Scholarship Endowment Fund Committee members, who are appointed by the LWML District President and approved by the LWML District Executive Committee (see Article XV, Section 7). Committee members assume their duties upon approval.
- d. The standing committee members, with the exception of the Scholarship Endowment Fund 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.

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 societies, as requested, to enable women of the church to grow spiritually and to become active participants in spiritual development programs;
- b. plan, with the LWML District President, the spiritual enrichment activities of the LWML District convention.

Section 3

The Communication Department shall include the Communication Committee and *District News* Staff. The Vice President of Communication shall be coordinator of the Department.

- a. The Communication Committee, composed of the Vice President of Communication as chairman and as many members as deemed necessary by the chairman shall:
 - 1) produce, for use within the organization, publicity and promotional materials related to the program and work of the LWML;
 - 2) be responsible for maintaining the LWML District website;
 - 3) receive, compile, and distribute newsletters and information by electronic messaging and make such information available on the LWML District website;
 - 4) encourage and assist the LWML district zones and societies to publicize and promote their programs and events;
 - 5) interact with LCMS entities to inform them of mission and ministry of the LWML and to develop partner relationships;
 - 6) coordinate convention publicity.
- b. *District News* Staff, composed of a *District News* Editor appointed by the President and approved by the

Executive Committee and as many members as deemed necessary by the editor, shall:

- 1) be responsible for the official publication of the LWML District;
- 2) have editorial privileges;
- 3) have the editor appoint a pastoral advisor and a circulation manager, with the approval of the Executive Committee. The pastoral advisor may or may not be one of the LWML District Pastoral Counselors;
- 4) have the editor prepare a report for the LWML District convention.

Section 4

The Gospel Outreach Department, composed of the Vice President of Gospel Outreach as coordinator and as many Mission Grants Committee members as deemed necessary by the coordinator, shall function in the manner described in Article XVIII, and shall:

- a. investigate and evaluate each mission grant presented for consideration;
- b. present mission grants for evaluation by proper LCMS officials (see Article XVIII, Section 2);
- c. prayerfully select from the evaluated proposals those mission grants which shall appear on the ballot;
- d. publicize proposed mission grants in the *District News* or in a direct society mailing prior to the LWML District convention;
- e. impartially present proposed mission grants to the LWML District convention;
- f. endeavor to carry on most of the work of the committee by correspondence;
- g. provide progress reports on adopted mission grants for the *District News* and the LWML District website.

Section 5

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

- a. alert members to opportunities and challenges for mission service in the church, community, and church-at-large;
- b. encourage active participation and provide materials and suggestions for mission service projects;
- c. serve as coordinator of the annual Lutheran World Relief ingathering in Texas, in cooperation with other Lutheran organizations.

Section 6

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) with the assistance of the zone presidents, encourage women in established congregations, mission congregations, resident homes, on college campuses, or other settings to form and/or affiliate 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, synodical circuit lines preferred;
 - 4) have the committee chairman serve as credentials chairman for the LWML District convention;
 - 5) keep a record of zones, societies, and their respective officers and or committee chairmen;
 - 6) collect necessary statistics from zones for publication in convention manuals (both district and national 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 LWML District Bylaws and submit to the membership for consideration proposed amendments as deemed advisable, after they have been approved by the LWML District Executive Committee and the LWML Structure Committee;
 - 2) send the number of copies requested of any amendments or revisions of the LWML District Bylaws to the LWML Structure Committee immediately after adopting;
 - 3) receive and examine all bylaws and amendments of all zones and societies as to their essential requirements and approve those not in conflict with the polices and object of the LWML District;
 - 4) have the committee chairman serve as an advisory member of the Executive Committee;
 - 5) have the committee chairman prepare a report for each regular meeting of the 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 LWML District Young Woman Representatives shall serve as advisory members. The committee shall:
 - 1) coordinate and publicize the Young Woman Representative Program for the LWML District;
 - 2) establish guidelines in accordance with directions of the LWML for selection of qualified representatives;
 - 3) maintain a resource library of young women's Bible studies, programs, and ideas;
 - 4) prepare a young woman's packet that would be shared upon request;
 - 5) correspond, as needed, with Zone Young Woman Representatives and Zone Presidents;
 - 6) have the chairman prepare a report for each regular meeting of the LWML District Executive Committee, Board of Directors, and the convention.

Section 7

The Scholarship Endowment Fund Committee shall be made up of three (3) LWML District members appointed by the LWML District President and approved by the LWML 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; determine 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 LWML District Executive Committee for ratification;
- d. notify recipients of their awards;
- e. authorize and assist the Lutheran Foundation of Texas in dispensing scholarship monies;
- f. be responsible for all publicity for application process and for recipient announcement;
- g. submit an annual report to the LWML District Executive Committee.

ARTICLE XVI - SPECIAL COMMITTEES

Section 1

The special committees shall be Tellers, Minutes Review, and Resolutions.

Section 2

The Tellers Committee, composed of a chairman and at least four (4) members appointed by the President and approved by the Executive Committee, shall:

- a. be responsible for distributing and collecting the ballots and tallying the votes;
- b. present the tally of the votes to the LWML District convention.

Section 3

The Minutes Review Committee, composed of a chairman and two (2) members appointed by the President and approved by the Executive Committee, shall work with the Recording Secretary in order to approve the convention minutes without delay.

Section 4

The Resolutions Committee, composed of a chairman and two (2) members appointed by the President and approved by the Executive Committee, shall:

- a. receive and present resolutions relating to expenditures at the LWML District convention for which there is no provision in the bylaws;
- b. receive, review, prepare, and present resolutions from individuals, societies, or zones, combining related requests into one (1) resolution. Resolutions may be deferred from consideration by the LWML District convention by a unanimous decision of the committee.

Section 5

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

ARTICLE XVII - OFFICIAL PUBLICATION

Section 1

The official publication of the LWML District shall be the *District News*, and shall be compiled by the *District News* Staff and 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 LWML District;
- b. inform the LWML District membership of the progress of the work of the officers, committees, and member societies.

ARTICLE XVIII - MISSION GRANTS

Section 1

Proposals for mission grants shall be submitted to the Vice President of Gospel Outreach of the LWML District by November 1 in odd-numbered years. The proposed mission grants may be submitted by members, societies, or zones of the LWML 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 President and the Mission and Ministry Facilitator (MMF) liaison to the Board of Mission Administration of the Texas District LCMS, and the LWML 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 LWML District, and after evaluation and selection by the Mission Grants Committee, the proposed mission grants shall be presented to the delegates in the LWML District convention for consideration and action.

Section 3

The LWML District in convention shall adopt mission grants from the slate of approved proposals submitted by the Mission Grants Committee.

Section 4

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 District LCMS treasuries.
- d. Responsibility of the LWML District ceases after mission grants have been completed.

Section 5

The Executive Committee shall give authority to the Vice President of Gospel Outreach to allocate money when it is available according to the urgency of the need. The following routine in handling LWML District mission grants shall be followed:

- a. The Vice President of Gospel Outreach, as the Mission Grants Committee Chairman, notifies the recipients of the favorable vote of the convention and instructs them to stay in communication with this chairman, notifying her when funds are needed.
- b. When funds are requested by the recipient and the mites are available, the President approves payment and the Mission Grants Committee Chairman obtains the check from the Treasurer, distributes it, and notifies the Vice President of Communication that payment has been made.

Section 6

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

Section 7

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 8

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 LWML 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 XVIII, Section 9).

Section 9

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

ARTICLE XIX – FISCAL YEAR

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

ARTICLE XX – 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 messaging. 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 messaging.

ARTICLE XXI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the LWML 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 XXII – AMENDMENTS

The bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the LWML District convention providing the proposed amendments have been approved by the LWML Structure Committee and published in the *District News* in an issue prior to the LWML District convention or in a mailing to the delegates. By majority vote, an approved proposed amendment may be presented to the LWML District convention without notice and shall require a three-fourths (3/4) vote for adoption.