

Bylaws

Pacific Southwest District

Lutheran Women's Missionary League

Article I – Name

The name of this organization shall be Pacific Southwest District (hereinafter referred to as the District) of the Lutheran Women's Missionary League (hereinafter referred to as the LWML). The LWML is an auxiliary of The Lutheran Church--Missouri Synod (hereinafter referred to as LCMS).

Article II – District Organization

Section 1

Women's organizations within the congregations within the boundaries of the LCMS District may make application for membership in the LWML District by indicating in writing to the Board of Directors their compliance with the bylaws of the District and their desire to adopt the LWML object of mission education, mission inspiration, mission service, and mission grants.

Section 2

- a. The unit of membership shall be a women's society within LCMS congregations, on campuses, in resident homes, or other single settings within the boundaries of this District.
- b. Units from other districts with geographical proximity to the District may be accepted as members upon approval of the Board of Directors of both districts.
- c. Any woman who is a communicant member of her congregation and who participates by promoting the object of the LWML is eligible for membership in the LWML.
- d. Wherever there are two (2) or more women's societies within a congregation or other single setting, they shall be considered as one (1) unit.
- e. Individual membership is available to a woman in an LCMS congregation or other single setting with or without a unit affiliated with the LWML. Individual membership is not considered a unit.
- f. Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, campus, or a resident home upon approval of the District Executive Committee. The central location of the society shall determine zone membership.

Section 3

Each unit within the District shall be allowed two (2) delegates to the biennial convention of the District. (Article IV, Section 2)

Section 4

All regular LWML mission offerings in the societies within the District shall be received from Mite Boxes or freewill offerings. These offerings shall be submitted at least quarterly to the District Financial Secretary.

Section 5

The District shall remit twenty-five percent (25%) or more of such regular mission offerings to the LWML at least four (4) times each year for the approved LWML mission grants and the administration of the LWML.

Section 6

The societies within the District shall order from the District *Quarterly* Chairman the desired number of copies of the official LWML magazine (hereinafter referred to as the *Quarterly*) for distribution to their members. The District shall order the desired number of copies and remit payment for same to the LWML office.

Section 7

The District shall assume the cost of sending representation to the LWML-sponsored training workshops.

Section 8

The District shall be under the supervision of the LCMS Pacific Southwest District (hereinafter referred to as the LCMS District).

Article III – Zone Organization

Section 1

Units of the District shall unite to form zone organizations. The territory of these zones shall coincide with the LCMS District circuits. Variation in boundaries shall be referred to the Board of Directors for decision.

Section 2

Each zone shall be allowed one (1) accredited delegate to the biennial convention of the LWML for ten (10) or fewer units, and one (1) additional delegate for each ten (10) additional units or major fraction thereof. Delegates are to be selected as provided by the zone bylaws.

Section 3

Each zone shall be organized to promote Christian fellowship and to further the educational, inspirational, and service objectives of the LWML.

Section 4

Each zone shall adopt its own bylaws, which shall be in conformity with the object and basic principles of the bylaws of the District. These zone bylaws and all proposed amendments shall thereto be submitted to the District Structure Committee for approval before being presented to zone membership for adoption.

Article IV – Conventions and Representation

Section 1

- a. A District convention shall be held biennially in the even-numbered years at a place determined by the convention or Board of Directors.
- b. Zones shall extend invitations to host District conventions, to the District President, in the odd-numbered years three (3) years prior to the proposed date of the convention.
- c. The Executive Committee shall approve the invitations from zones with adequate facilities and personnel to host the convention.
- d. Qualifying zones shall present invitations to the convention body two (2) years in advance.

Section 2

Members of the convention who shall have voice and vote therein shall be:

- a. two (2) accredited delegates from each unit of the District;
- b. voting members of the Board of Directors;
- c. past Presidents of the District who are currently LWML members residing within the District.
- d. past Presidents of any LWML District who are currently LWML members residing within the Pacific Southwest District.

Section 3

- a. Each accredited delegate shall have an alternate to the District convention.
- b. The name of the delegate and her alternate shall be presented to the convention Credentials Chairman at least six (6) weeks in advance of the convention, certified by the society president and pastor.

Article V – Officers

Section 1

The elected officers shall be as follows:

- President
- Vice President of Growth and Development
- Vice President of Christian Life
- Vice President of Gospel Outreach
- Vice President of Human Care
- Vice President of Communications
- Recording Secretary
- Financial Secretary
- Treasurer

They shall be active members of LWML.

Section 2

- a. The elected officers shall be elected by ballot at the District biennial convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for reelection to the same office.
- b. The election of officers shall be as follows:
 1. The President, Vice President of Christian Life, Vice President of Communications, Vice President of Growth and Development, Financial Secretary, and one (1) Pastoral Counselor shall be elected in one (1) convention.
 2. The Vice President of Human Care, the Vice President of Gospel Outreach, Recording Secretary, Treasurer, and one (1) Pastoral Counselor, shall be elected in the next.
 3. The Nominating Committee shall be elected at each convention.
 4. A majority vote shall constitute election to office.

5. If there are more than two (2) nominees for an office, a plurality vote shall elect.
- c. Officers shall assume their duties at the close of the biennial convention in which they are elected.
- d. All outgoing and newly elected officers shall meet for transition within thirty (30) days following the District convention, at which time the outgoing officers shall deliver all material of their office to the newly elected officers.

Article VI – Duties of Elected Officers

Section 1

The President shall:

- a. preside at all conventions of the District and at all meetings of the Board of Directors and the Executive Committee;
- b. be an ex-officio member of all committees except the Nominating Committee;
- c. sign all vouchers for payment of money from the treasury of all legitimately-incurred expenditures and bills;
- d. present a report to the District convention, including the activities of the Board of Directors and Executive Committee;
- e. attend all LWML conventions and meetings of the Board of Directors;
- f. be responsible for the execution of all valid resolutions passed by the District convention and Board of Directors;
- g. be responsible for sending a letter to the pastors of new churches offering assistance from the District to help organize the women's group;
- h. appoint an Archivist-Historian, Assistant to the President, Host Committee Chairman, Parliamentarian, Planner, Site/Travel Coordinator, Special Gift Fund Chairman, and two (2) Special Gift Fund Committee members. All appointments shall be subject to the approval of the Board of Directors;
- i. appoint emergency committees as necessary and advise the Executive Committee promptly of such action;
- j. perform duties as outlined in the District *Leader's Manual*.

Section 2

The Vice President of Growth and Development may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until an election is held by the Board of Directors (Article X, Section 3e); and shall:
- b. be authorized to sign checks for the Treasurer and be bonded at the expense of the District for an amount determined by the Executive Committee;
- c. serve as chairman of the Growth and Development Department;
- d. serve as chairman of the Structure Committee and appoint all necessary committee members, subject to ratification by the Board of Directors;
- e. appoint a Resolutions Coordinator, other Special Ministries Chairmen as needed, and all necessary committee members, subject to ratification by the Board of Directors;
- f. supervise a member development program each biennium as approved by the Board of Directors;
- g. perform other duties as outlined in the District *Leader's Manual*.

Section 3

The Vice President of Christian Life may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. serve as chairman of the Christian Life Department:
- b. appoint a Spiritual Resources Chairman, a Retreat Chairman each biennium and all necessary committee members, subject to ratification by the Board of Directors;
- c. present the names of Retreat Committee members, appointed by the Retreat Chairman, to the Board of Directors for approval;
- d. assist the Retreat Chairman in the presentation of a retreat each biennium, as approved by the Board of Directors;
- e. perform other duties as outlined in the District *Leader's Manual*.

Section 4

The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. serve as chairman of the Gospel Outreach Department and chairman of the Mission Advocacy and Grants Committee (hereinafter known as MAGs);
- b. appoint Outreach Committee Chairman and all necessary committee members, subject to ratification by the Board of Directors;
- c. perform other duties as outlined in the District *Leader's Manual*.

Section 5

The Vice President of Human Care may perform the duties of the office of the President in the absence of or at the request of the President and shall:

- a. serve as chairman of the Human Care Department;
- b. and appoint an Ingathering Coordinator and Servant Opportunities Chairman and all necessary committee members, subject to ratification by the Board of Directors;
- c. perform other duties as outlined in the District *Leader's Manual*.

Section 6

The Vice President of Communications may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. be chairman of the Communications Department;
- b. appoint chairman of the Publication Committee, Electronic Communications Committee, Quarterly Committee, and the Public Relations Director and all necessary committee members, subject to ratification by the Board of Directors;
- c. perform other duties as outlined in the District *Leader's Manual*.

Section 7

The Recording Secretary shall:

- a. record proceedings of District conventions and meetings of the Board of Directors and Executive Committee;

- b. provide a copy of the applicable minutes to each member of the Executive Committee, Board of Directors, LWML President, and others as directed by the Executive Committee;
- c. keep an up-to-date list of member societies and provide pertinent information to the Executive Committee, Board of Directors, standing committee chairman, and the LWML;
- d. keep an accurate record of all churches opened in the LCMS District and report same to the Board of Directors;
- e. assist new groups in joining the District by:
 - 1. sending a welcoming letter;
 - 2. sending information on new societies to the Executive Committee, the Zone President, the *Quarterly* chairman, and the LWML office, and reporting the same to the Board of Directors;
 - 3. presenting a membership certificate.
- f. be responsible for mailing or emailing (with the appropriate instructions) the ballots to the Board of Directors for the purpose of filling the vacancy in the office of the President;
- g. be responsible for receiving ballots and calling a meeting of the tellers to tally them. The tellers shall be the Recording Secretary, Financial Secretary and the Treasurer with the Parliamentarian as adviser (Article X, Section 3e).
- h. perform other duties as outlined in the District *Leader's Manual*.

Section 8

The Financial Secretary shall:

- a. be bonded at the expense of the District for an amount determined by the Executive Committee;
- b. receive all monies and keep an itemized account of all receipts;
- c. deposit all funds at least biweekly in a financial institution or financial institutions convenient to the District Treasurer and approved by the Executive Committee;
- d. send to the District Treasurer an itemized record of all deposits;
- e. prepare a report of receipts quarterly for distribution to the Board of Directors;
- f. present biennial and supplemental reports of receipts at the District conventions;

- g. close accounts and prepare books for financial review biennially;
- h. distribute Mite Boxes and vouchers;
- i. serve on the Special Gift Fund Committee;
- j. perform other duties as outlined in the District *Leader's Manual*.

Section 9

The Treasurer shall:

- a. be bonded at the expense of the District for an amount determined by the Executive Committee;
- b. receive transaction slips concerning all funds from the Financial Secretary and keep an itemized account of all receipts and disbursements;
- c. disburse all funds in accordance with the policy of the District and at the discretion of the Board of Directors and Executive Committee;
- d. make payments for approved grants as authorized by the Board of Directors;
- e. prepare a financial report at least four (4) times yearly for distribution to the Board of Directors;
- f. be responsible for preparation of biennial budget guidelines;
- g. present biennial and supplemental reports at the District conventions;
- h. close accounts and prepare books for financial review biennially;
- i. serve on the Special Gift Fund Committee;
- j. perform other duties as outlined in the District *Leader's Manual*.

Article VII – Nominations

Section 1

- a. A Nominating Committee of five (5) members shall be elected by ballot from a slate of ten (10) candidates. The committee shall serve a term of two (2) years or until its successor committee is elected. A member may not serve consecutive terms.
- b. The candidate receiving the highest number of votes shall serve as chairman of the committee and be a voting member of the District Board of Directors.

- c. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
- d. Each candidate for the Nominating Committee shall be from a different zone of the District.

Section 2

The Nominating Committee shall:

- a. receive nominations for candidates for elective office from the membership of the District by a date determined by the Executive Committee;
- b. select candidates who are active members of District and have given written consent to serve, if elected;
- c. submit the names of at least two (2) candidates, if possible, for each elective office and ten (10) candidates for the Nominating Committee;
- d. submit a report for publication in the PSD – LMWL District publication prior to the convention;
- e. prepare ballots with the names listed in alphabetical order.

Section 3

In addition **the Nominating Committee** shall:

- a. obtain nominations for Pastoral Counselor from District members by the date determined by the Executive Committee;
- b. obtain approval by the LCMS District President of the candidates selected by the Nominating Committee;
- c. obtain written consent of the candidates to serve if elected.

Section 4

With the exception of Pastoral Counselors, additional nominations may be made from the floor of the convention. The written consent of the nominee shall have been secured.

Section 5

The Nominating Committee shall submit to the Board of Directors a list of candidates to fill any vacancy of an elective office with the exception of the President.

Article VIII – Appointed Officers

Section 1

The appointed officers shall be an Assistant to the President, Planner, Site/Travel Coordinator, and Special Gift Fund Chairman. They shall:

- a. be appointed by the President, with the approval of the Board of Directors;
- b. be active members of the District;
- c. serve a term of two (2) years or until their successors are appointed and be eligible for reappointment;
- d. be non-voting advisory members of the Executive Committee;
- e. attend other meetings at the President's request;
- f. be voting members of the Board of Directors;
- g. be responsible to the President;
- h. report to each regular meeting of the Board of Directors and to the convention.

Section 2

The Assistant to the President shall:

- a. attend the convention and all meetings of the Board of Directors and Executive Committee;
- b. draft and send such correspondence as may be requested by the President, Board of Directors, and Executive Committee;
- c. keep a record of all zone presidents and make it available to the Board of Directors and Executive Committee;
- d. report any changes in District Officers and standing committee chairmen to the LWML;
- e. provide notices of meetings to the Board of Directors and Executive Committee;
- f. serve as Chairman of the Credentials Committee;
- g. direct the publication of the convention manual and other convention printing needs;
- h. coordinate zone rally dates;

- i. perform other duties as outlined in the District *Leader's Manual*.

Section 3

The Planner shall:

- a. be responsible for familiarizing the District with the LWML vision and focusing the District vision through the planning process;
- b. serve as the planning liaison between District LWML, District LCMS office, and other entities;
- c. perform other duties as outlined in the District *Leader's Manual*.

Section 4

The Site/Travel Coordinator shall:

- a. be responsible for travel arrangements for the District, securing reservations as directed by the President;
- b. develop and administer support services for conventions, retreats, and other District events;
- c. serve as chairman of the Convention Site Committee;
- d. perform other duties as outlined in the District *Leader's Manual*.

Section 5

The Special Gift Fund Chairman shall:

- a. receive requests for funds;
- b. schedule special meetings as deemed necessary or at the request of two (2) committee members;
- c. inform applicants of funding decisions in a timely manner;
- d. perform other duties as outlined in the District *Leader's Manual*.

Article IX – Special Appointed Personnel

Section 1

The special appointed personnel shall be the Archivist-Historian, Host Committee Chairman, and Parliamentarian. They shall:

- a. be appointed by the President, with the approval of the Board of Directors;
- b. be active members of the District;
- c. serve a term of two (2) years or until their successors are appointed and are eligible for reappointment;
- d. attend meetings as advisory members at the request of the President;
- e. be responsible to the President.

Section 2

The Archivist-Historian shall:

- a. write a history of the District activities for the biennium;
- b. gather and preserve records and other material of historical significance within the District;
- c. perform other duties as outlined in the District *Leader's Manual*.

Section 3

The Host Committee Chairman shall:

- a. appoint the Host Steering Committee and chairmen of the committees, subject to ratification by the Board of Directors;
- b. schedule and preside over all meetings of the Host Committee;
- c. be familiar with the duties of all Host Committees and supervise all Host Committees to ensure that all duties published in the *Convention Procedures Manual* are followed;
- d. submit expense vouchers in accordance with the convention program for approval of the President and payment by the Treasurer;
- e. prepare a convention budget with the President and District Financial Officers for approval by the Executive Committee and Board of Directors within the time frame designated by the President;

- f. perform other duties as outlined in the *Convention Procedures Manual*.

Section 4

The Parliamentarian shall:

- a. serve as adviser to the President on parliamentary procedures;
- b. be an ex-officio member of the Structure Committee;
- c. perform other duties as outlined in the District *Leader's Manual*.

Article X – Board of Directors

Section 1

The Board of Directors shall consist of the elected officers of the District, the presidents of the zones, the Chairman of the Nominating Committee, Assistant to the President, Site/Travel Coordinator, Planner, and Special Gift Fund Chairman. The Parliamentarian, Archivist-Historian, Host Committee Chairman, and Pastoral Counselors serve as advisory personnel.

Section 2

- a. The Board of Directors shall hold a minimum of two (2) to a maximum of four (4) regular meetings each year;
- b. The time and place for holding Board meetings shall be determined at the recommendation of the President and the Site/Travel Coordinator by a majority vote of the Executive Committee.
- c. A meeting of the Executive Committee and/or the Board of Directors may be held in the convention city prior to the opening of the District convention.
- d. Special meetings may be called at the request of the President or at the written request of five (5) zone presidents

Section 3

The **Board of Directors** shall:

- a. transact the business of the District in the interim between conventions;

- b. consider recommendations, resolutions, and projects for presentation to the District biennial convention;
- c. promote the work and program of both the LWML and District LWML;
- d. fill all vacancies in elective positions;
- e. elect a President in the event of a vacancy which shall be filled by one of the vice presidents who is serving in the third or fourth year in her term of office. If there is no regularly scheduled meeting of the Board of Directors within thirty (30) days of vacancy, the vote shall be by mail or electronic ballot with the appropriate instructions;
- f. approve mission grant proposals for presentation to the convention;
- g. take action on mission grants that are not progressing as planned (Article XV, Sections 3, 4)

Article XI – Executive Committee

Section 1

- a. The Executive Committee shall consist of the elected officers of the District.
- b. The Archivist-Historian, Assistant to the President, Host Convention Committee Chairman, Parliamentarian, Planner, Site/Travel Coordinator, Special Gift Fund Chairman, and Pastoral Counselors shall serve as non-voting advisors.

Section 2

- a. The Executive Committee shall hold a minimum of two (2) to a maximum of four (4) regular meetings each year.
- b. Special meetings shall be called at the request of the President or at the written request of three (3) committee members.

Section 3

The duties of the **Executive Committee** shall:

- a. arrange for bonding of the Financial Secretary, Treasurer, and Vice President of Growth and Development and for the issuance of public liability insurance for the benefit of the District, in such amount as the Executive Committee deems appropriate;
- b. approve the program of the biennial retreat and the District convention;
- c. approve the formation of a society in a setting other than a congregation, campus, or residential home (Article II, Section 2f);

- d. approve the financial institution(s) used for financial transactions (Article VI, Section 8c);
- e. approve Standing Committee members appointed by the Vice Presidents (Article XIII, Section 1b);
- f. approve task force committee members appointed by the Special Ministries Committee (Article XIII, Section 5b1);
- g. approve emergency recommendations, resolutions, or appeals for presentation to convention body (Article XVI);
- h. determine the advisability of holding a convention in event of a great emergency (Article XVIII).

Article XII – Pastoral Counselors

Section 1

The Pastoral Counselors shall be two (2) pastors of the LCMS within the boundaries of the Pacific Southwest District and shall serve a term of four (4) years. One (1) Pastoral Counselor shall be elected in each biennial convention. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.

Section 2

The **Pastoral Counselors** shall:

- a. serve the District in an advisory capacity;
- b. serve as spiritual leaders to the officers and members of the District;
- c. prepare devotions and worship services as requested;
- d. serve as advisers to committees as assigned by the President;
- e. alternate attending LWML conventions and both attend all District conventions and meetings of the Board of Directors and the Executive Committee as advisory members;
- f. be eligible for reelection but may not serve consecutive terms;
- g. perform other duties as outlined in the District *Leader's Manual*.

Article XIII – Departments and Standing Committees

Section 1

- a. The departments shall be Christian Life, Communications, Gospel Outreach, Growth and Development, and Human Care, with a Vice President serving as chairman of each department and a Pastoral Counselor as adviser.
- b. The standing committees, appointed by the Vice President of each Department and approved by the Executive Committee, shall be:
 - Retreat
 - Spiritual Resources
 - Publication
 - Electronic Communications
 - Quarterly
 - Mission Advocacy and Grants (MAGs)
 - Outreach
 - Resolution
 - Special Ministries
 - Structure
 - Ingathering
 - Servant Opportunities
- c. The Public Relations Director shall be a member of the Communications Department and report to that Vice President.

Section 2

The Christian Life Department shall include the Retreat Committee and the Spiritual Resource Committee.

- a. The Retreat committees shall:
 1. provide a District retreat each biennium, as approved by the Board of Directors;
 2. make available materials for other retreats and participate in their implementation as approved by the Board of Directors.
- b. The Spiritual Resources Committee, consisting of three (3) members, shall:
 1. provide materials or programs to enable the women of the church to grow spiritually;
 2. issue a current list of program materials available to aid the zone and local program chairmen, sending material upon request;

3. promote the use of District program resources and the sharing of material with their societies.

Section 3

The Communications Department shall include the Electronic Communications Committee, Publications Committee, and the Public Relations Director.

- a. The Electronic Communications Committee, consisting of three (3) members, shall:
 1. maintain a web site;
 2. create, maintain and facilitate electronic voting procedures under the direction of the President and with the advice of the Parliamentarian;
 3. continually update the Assistant to the President with e-mail addresses received through the web site.
- b. The Publications Committee, consisting of three (3) to five (5) members, shall:
 1. be responsible for compiling and publishing the District LWML newsletter on a quarterly basis;
 2. submit one (1) copy to Pastoral Counselor for review prior to printing;
 3. distribute the District publication to the District Archivist-Historian, District LCMS Office, LWML Board of Directors, *Quarterly* Editor-in-Chief and News Editor, Public Relations Director, LWML Office, and others;
 4. publish a convention newsletter;
 5. appoint a *Quarterly* chairman.
- c. The Public Relations Director shall:
 1. direct a program of public relations to help the District women identify with the LWML and the church;
 2. direct convention publicity;
 3. publicize District activities.

Section 4

The Gospel Outreach Department shall include the Outreach Committee and the Mission Advocacy and Grants (MAGS) Committee.

- a. The Outreach Committee, consisting of at least two (2) members, shall:
 1. encourage and equip women to share the Gospel with all people;
 2. seek and actively promote mission opportunities;
 3. administer the Volunteer Missionary scholarship fund (as outlined in the District *Leader's Manual*) for those individuals serving in the mission field.
- b. The Mission Advocacy and Grant Committee (MAGS), consisting of at least three (3) members, including the Vice President of Gospel Outreach, shall:
 1. present proposed grants to the Board of Directors for approval;
 2. submit a list of approved grant proposals to the membership at least four (4) weeks before the District convention;
 3. present an impartial presentation of the approved grant proposals to the convention;
 4. prepare ballots for voting at the convention;
 5. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted grant;
 6. present a written report of committee activities to the convention.

Section 5

The Growth and Development Department shall include the Resolutions Coordinator, Structure Committee, and the Special Ministries Committees.

- a. The Resolutions Coordinator shall:
 1. receive and present miscellaneous resolutions and appeals by individuals, societies, and zones (excluding those for Mission Grants) to the Board of Directors;
 2. submit approved resolutions and appeals, and appreciation messages to the convention body through a publication distributed at the convention;
 3. assist in implementing all adopted resolutions upon request of the President.

- b. The Special Ministries Committee shall include the coordinators of Leader Development, Young Woman, Cross Cultural, Heart to Heart Sisters and Pastors' Wives and shall:
 - 1. appoint task force committee members with the approval of the Executive Committee,
 - 2. provide materials and training to enable to increase skills;
 - 3. create and provide ideas, techniques, and resources to increase member development;
 - 4. identify women with special abilities and talents to serve in leadership positions.

- c. The Structure Committee, consisting of three (3) or more members with the Parliamentarian serving as ex-officio member, shall:
 - 1. study the bylaws of the District and submit to the Executive Committee and Board of Directors for consideration amendments it deems advisable;
 - 2. submit the required number of copies of all proposed amendments to the LWML Structure Committee Chairman for review;
 - 3. submit all proposed amendments to the District convention;
 - 4. submit required number of copies of the District bylaws, upon adoption, to the LWML Structure Committee for filing;
 - 5. keep and post on the website a current copy of the District bylaws (paper copies available upon request);
 - 6. receive and approve all zone bylaws (society bylaws are approved at the zone level);
 - 7. maintain model bylaws for zones and societies for distribution and post on the website;
 - 8. create and distribute a model for establishing a new society, including specific steps to be taken to receive a charter (as outlined in the District *Leader's Manual*).

Section 6

The Human Care Department shall include the Ingathering Coordinator and Servant Opportunities Committee.

- a. The Ingathering Coordinator shall:

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Revised 06/04/2004
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1. inform women of the District about projects they can prepare in the home or church to provide comfort and the basic necessities to those who are in need;
 2. be alert to crisis situations at home and abroad and encourage women of the District to help supply provisions for those who have immediate survival needs;
 3. plan and coordinate the ingathering and distribution of “Gifts from the Heart” for the District Board of Directors meeting and the Biennial Convention;
 4. provide information to members regarding ingatherings for the LWML convention and give necessary instructions on how to complete projects;
 5. serve as the liaison to LCMS World Relief and inform members of the needs of that organization;
 6. coordinate collection of “Stamps for Missions” and other materials as requested by the Executive Committee.
- b. The Servant Opportunities Committee, consisting of three (3) members, shall:
1. alert members to opportunities and challenges for mission service in the church, community, and world;
 2. plan activities and servant events in which women of the district may become involved in Christ-like, hands-on service to those who are hurting and in need;
 3. encourage active participation, provide materials, and offer suggestions for mission service opportunities to be developed on the zone or local level;
 4. challenge members to be alert to service opportunities and respond as Christ would have them do.

Article XIV – Official Publication

The District newsletter will be published and posted on the website quarterly by the Publications Committee and serve as the official publication under the supervision of the Communications Department, District President, and one (1) Pastoral Counselor.

Article XV – Mission Grants

Section 1

Each recommendation for District Mission Grants shall be approved and signed by the President and Pastoral Counselor of the society or zone submitting the proposal. The required number of copies of the grants shall be submitted to the District Mission Grant Committee by stated deadline in the odd-numbered years. Such recommendations may be proposed by individual LWML members, societies, zones or LCMS Boards.

Section 2

The MAGs Committee shall submit these recommended grants to the appropriate LCMS District President; and Regional Mission and Ministry Facilitator under whose jurisdiction consideration of the grants would fall; and the LWML District Board of Directors, for approval.

Section 3

The MAGs Committee shall present the approved proposed grant projects to the membership a minimum of four (4) weeks prior to the District convention. The Committee shall also present an impartial presentation of the approved proposed grant proposals to the convention.

Section 4

After adoption by the convention, grants must be put into use for that specific project within the biennium or be returned to the District treasury for reallocation. The Board of Directors has the authority to extend the time in the case of extenuating circumstances or take action on grants that are not progressing as planned. (Article X, Section 3g).

Section 5

In the event that grant monies are returned to the District treasury for reallocation, or changes in the project arise, the Board of Directors is authorized to take action as needed.

Article XVI – Recommendations, Resolutions, and Appeals

Recommendations, resolutions, and appeals may be submitted for consideration to a convention by individual members, societies, or zones. They shall be in triplicate, signed by the President and Pastoral Counselor of the society or zone, and sent to the Resolutions Coordinator by the designated date in the odd-numbered year.

Emergency or other recommendations, resolutions, or appeals not received by the prescribed time may, by a two-thirds (2/3) vote of the Executive Committee, be presented to the convention for consideration.

Article XVII – Fiscal Year

The fiscal year of the District shall be from January 1 to December 31 inclusive.

Article XVIII – Emergency Action

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions, making the holding of a District convention, retreat, Board of Directors or Executive Committee meeting inadvisable, the Executive Committee shall have the authority to determine whether or not the event shall be held. A two-thirds (2/3) vote of the Executive Committee shall decide. If the event is not held, the Executive Committee shall have the authority to plan the procedure for conducting the routine convention business subject to the approval of the Board of Directors.

Article XIX – 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 the teachings of the LCMS, applicable law, and these bylaws.

Article XX – Amendments

These bylaws may be amended by a two-thirds (2/3) vote at the biennial District convention, provided the proposed amendments have been presented for consideration to the District Board of Directors and published in a District publication (Article XIV) a minimum of thirty (30) days prior to the convention. By unanimous vote a proposed amendment may be presented to the convention without previous notice. A three-fourths (3/4) vote shall be required for adoption.