

# BYLAWS

## LUTHERAN WOMEN'S MISSIONARY LEAGUE NORTH WISCONSIN DISTRICT

### ARTICLE I - NAME

The name of this organization shall be the Lutheran Women's Missionary League, North Wisconsin District (hereinafter referred to as District LWML), affiliated with the Lutheran Women's Missionary League (hereinafter referred to as LWML), an auxiliary of The Lutheran Church--Missouri Synod (hereinafter referred to as LCMS).

### ARTICLE II - OBJECT

The object of this organization shall be to:

- A. develop and maintain a greater mission consciousness among the women of District LWML through mission education, mission inspiration, mission service, and mission grants;
- B. gather funds for mission grants either directly sponsored or approved by LCMS District Boards, especially those for which no adequate provision has been made in LCMS budgets;
- C. administer the Gifts and Bequests Fund.

### ARTICLE III - STRUCTURE

The District LWML is composed of Societies within the congregations, on campuses, in resident homes, or in other settings in the North Wisconsin District. These Societies form Zones which are united to form the District.

### ARTICLE IV - MEMBERS

#### Section 1

- A. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as Societies.
- B. Whenever a congregation, campus, resident home, or other setting, has several Societies affiliated with the District LWML, they shall be considered as one (1) Unit.
- C. A woman who is a communicant member of an LCMS congregation and participates by promoting the object of the District LWML is eligible for membership in a Society or as an individual member.
- 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 District LWML Executive Committee. The central location of the Society shall determine Zone membership.
- E. Individual membership is available to a woman in an LCMS congregation with or without a Society affiliated with the District LWML. Individual membership is not considered a Society or a Unit.

#### Section 2

- A. Society requests for membership in the District LWML, upon resolution of the Society, shall be presented to the District President in written form.
- B. Individual requests for membership shall be presented to the District President.
- C. A society or individual shall become a member upon receipt of a letter of acknowledgment from the District LWML President.

## **ARTICLE V - ORGANIZATION**

### **Section 1 - Zone**

- A. Zones shall be determined by the District LWML. Each Zone shall consist of Societies within a convenient geographical area. (LCMS circuit lines preferred.)
- B. A request for a variation in boundaries shall be submitted to the District LWML Executive Board for decision.
- C. Zones shall exist for the purpose of:
  1. electing delegates for representation at the biennial convention of the LWML;
  2. promotion of Christian fellowship and furthering the object of LWML;
  3. serving as rally centers.

### **Section 2 - District**

- A. The District LWML shall be under LCMS District guidance.
- B. The District LWML shall maintain state sales tax exemption with Wisconsin.
- C. The gathering and distribution of mission offerings shall be in accordance with District Bylaws.

## **ARTICLE VI - CONVENTIONS AND REPRESENTATION**

### **Section 1 - District Convention**

- A. A District LWML Convention shall be held in the even-numbered years at a time and place determined by the District LWML Executive Board.
- B. A District LWML Convention may be hosted by one (1) or more Zones in order to provide proper facilities.
- C. The membership shall be notified of the time and place through the *Mission Tidings*.
- D. The official call to convention shall appear in the *Mission Tidings* published immediately prior to the convention.

### **Section 2 - District Convention Representation**

- A. The voting assembly of the convention shall be:
  1. two (2) elected delegates from each Unit;
  2. voting members of the Executive Board;
  3. Past Presidents of the North Wisconsin LWML District, who are currently members of LWML and reside in the district.
- B. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.
- C. Each elected delegate shall have at least two (2) elected alternates;
  1. In the event the delegate(s) cannot attend, the vacancy shall be filled by the alternate(s) receiving the next highest number of votes;
  2. The names of the elected delegates and alternates shall be in the hands of the District Corresponding Secretary at least six (6) weeks before the convention;
- D. A majority of the registered voting assembly shall constitute a quorum.

### **Section 3 - LWML Convention**

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

- A. 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 [six (6) or more] thereof as of January 1 preceding the convention;
- B. Each delegate shall have at least two (2) certified alternates to the LWML Convention. In the event the delegate(s) cannot attend, the vacancy shall be filled by the alternate(s) receiving the next highest number of votes;
- C. The names of the delegates and alternates shall be sent to the District LWML President for certification following their election;
- D. No person shall serve as delegate for more than one (1) LWML Convention within a period of seven (7) years;
- E. In the event neither the delegate(s) nor the alternate(s) is able to serve, a member of the same Zone may serve as delegate upon certification in writing by the District LWML President and presentation to the LWML Recording Secretary.

**ARTICLE VII - OFFICERS AND ELECTIONS**

**Section 1**

The elected officers shall be President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, and Mission Grants Director and shall be voting members of the Executive Board and Executive Committee.

**Section 2**

- A. The elected officers shall be elected by ballot at the District LWML Convention to serve for a term of four (4) years or until their successors are elected, and shall not be eligible for re-election to the same office.
- B. The election of officers shall be as follows:
  - 1. The President, Second Vice President, and Treasurer shall be elected in one convention;
  - 2. The First Vice President, Recording Secretary, Financial Secretary, and Mission Grants Director shall be elected in the following convention;
  - 3. A majority vote shall elect;
  - 4. In the event that there are three (3) or more candidates for an 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;
- C. Elected officers shall assume their duties at the close of the convention at which they are elected;
- D. The retiring financial officers shall, within sixty (60) days following the convention, turn over to their successors all material pertaining to their offices. All other retiring officers shall, within thirty (30) days following the convention, turn over to their successors all material pertaining to their offices.

**Section 3**

- A. No rotation of officers shall enable anyone to be a member of the Executive Committee for more than eight (8) years in succession;
- B. Zone Presidents or other Board members may be elected to hold office regardless of term on District Executive Board.

## **ARTICLE VIII - DUTIES OF OFFICERS**

### **Section 1**

The President shall:

- A. preside at District LWML Conventions and at all meetings of the Executive Board and Executive Committee;
- B. appoint the standing committee chairmen and members, appointed officer(s), special appointed personnel, and special committees with the approval of the Executive Committee;
- C. be an ex-officio member of all committees except the Nominating Committee;
- D. receive and sign vouchers for payment of legitimately incurred expenditures and forward to the Treasurer for issuance of checks;
- E. be responsible for the execution of all resolutions and motions passed by the District LWML, the Executive Board, and the Executive Committee;
- F. serve as a member of the LWML Board of Directors;
- G. report to the District LWML Convention, the Executive Board, and upon request, to the Executive Committee;
- H. communicate District LWML activities;
- I. serve as official representative for the District LWML.

### **Section 2**

The First Vice President shall serve as an assistant to the President and perform the duties of the office in the absence of, or at the request of the President;

- A. in the event of a permanent vacancy, assume the office of President;
- B. in the event of the incapacity or other situation creating a temporary vacancy in the office of President, the First Vice President shall fill the temporary vacancy until the President is able to resume her duties;
- C. be bonded and, in an emergency, be authorized to sign checks for the Financial Secretary and the Treasurer;
- D. attend meetings of the Executive Committee, the Executive Board, and the District LWML Convention;
- E. report to the District LWML Convention, the Executive Board, and, upon request, to the Executive Committee;
- F. be a member of the Structure Committee;
- G. serve as chairman of the Gifts and Bequests Fund Committee;
- H. serve as liaison between the Executive Committee, the Heart to Heart Sisters, Leader Development, and Young Women Representatives (hereinafter referred to as YWR) Committees;
- I. serve as ex-officio member of the General Convention Planning Committee;
- J. maintain activity files submitted by District LWML Convention officers and sub-committee chairmen;

### **Section 3**

The Second Vice President shall serve as an assistant to the President and perform the duties of the office in the absence of, or at the request of, the President and shall:

- A. serve as director for the fall retreat, and maintain an up-to-date retreat scrapbook;
- B. be a member of committees assigned this office;
- C. act as a liaison between the Executive Committee and the Christian Life, Human Care, and other committees assigned this office;

- D. attend meetings of the Executive Committee and Executive Board, and the District LWML Convention;
- E. report to the District LWML Convention, Executive Board, and upon request, to the Executive Committee.

#### **Section 4**

The Recording Secretary shall:

- A. record District LWML Convention proceedings and minutes of the Executive Board and Executive Committee;
- B. provide District LWML Convention proceedings to the Executive Board and, upon request, to Societies;
- C. provide Board meeting minutes to District Executive Board members, LCMS District President, LWML President and LWML Archivist-Historian;
- D. provide Executive Committee minutes to each member and to the District Archivist-Historian;
- E. request and submit District officers' reports for the convention manual, as directed by the President;
- F. attend meetings of the Executive Committee, Executive Board, and District LWML Convention.

#### **Section 5**

The Financial Secretary shall:

- A. be bonded at the expense of the District LWML for an amount determined by the LWML insurance policy;
- B. receive all monies and deposit them in a financial institution approved by the Executive Committee;
- C. keep an itemized account of all receipts and send a monthly statement to the President;
- D. transfer to the Treasurer, at least once each month, all monies received, filing the receipt thereof;
- E. close and submit the books for financial review at the close of the biennium;
- F. attend meetings of the Executive Board and Executive Committee and District LWML Conventions;
- G. report to the Executive Board, District LWML Convention, and upon request, to the Executive Committee.

#### **Section 6**

The Treasurer shall:

- A. be bonded at the expense of the District LWML for an amount determined by the LWML insurance policy;
- B. receive all monies from the Financial Secretary and deposit them in a bank approved by the Executive Committee;
- C. file an itemized account of all receipts and disbursements, and send a monthly statement to the President;
- D. make all payments approved by the District LWML, the Executive Board, and/or the Executive Committee;
- E. make monthly remittance of mission contributions to the LWML;
- F. serve as a member of the Gifts and Bequests Fund Committee;
- G. close and submit her books for financial review at the close of the fiscal year;
- H. attend meetings of the Executive Board, Executive Committee, and the District LWML Convention;
- I. report to the District LWML Convention, Executive Board, and upon request, to the Executive Committee.

## **Section 7**

The Mission Grants Director shall:

- A. serve as chairman of the Mission Grants Committee;
- B. receive mission grant proposals for the District LWML ballot;
- C. present proposed grants to the various officers, committees, and boards for approval;
- D. impartially present the approved, proposed grants to the District LWML Convention;
- E. requisition and disburse grant funds;
- F. report to the Executive Board the progress of each adopted grant until completion;
- G. attend meetings of the Executive Board, Executive Committee, and the District LWML Convention;
- H. report to the District LWML Convention, Executive Board, and upon request, to the Executive Committee.

## **ARTICLE IX - PASTORAL COUNSELORS**

The Pastoral Counselors shall be two (2) pastors of the LCMS on the roster of the LCMS-North Wisconsin District. They shall serve a term of four (4) years and be ineligible for re-election. One (1) Pastoral Counselor shall be elected at each District LWML Convention. A majority vote shall elect.

### **Section 1**

The Pastoral Counselors shall:

- A. serve the District LWML in an advisory capacity;
- B. prepare devotions and worship services as requested;
- C. serve as doctrinal advisors to committees as assigned by the President;
- D. attend District LWML Conventions, Executive Board and Executive Committee meetings as nonvoting members;
- E. attend LWML Conventions as assigned.

### **Section 2**

In the event a vacancy occurs in the term of either Pastoral Counselor, such vacancy shall be filled by the Executive Committee from a list submitted and approved by the LCMS District President.

## **ARTICLE X- NOMINATIONS**

### **Section 1**

The Nominating Committee of three (3) members shall be elected by ballot from the members of the Executive Board at the January/February board meeting of the odd-numbered years.

- A. No less than six (6) board members from as many zones shall be nominated from the floor;
- B. Plurality vote shall elect;
- C. The candidate receiving the highest number of votes shall be chairman;
- D. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes;
- E. The Nominating Committee functions independently of the Executive Board.

### **Section 2**

The Nominating Committee shall:

- A. consider nominees for elective district offices who are active, mite-contributing members and who have served as an officer of an LWML Society;
- B. submit the names of at least two (2) candidates when possible for each elective office to be filled;
- C. obtain the written consent of all nominees to serve if elected;
- D. submit two (2) approved candidates for Pastoral Counselor, from the list of suggested nominations submitted to the LCMS District President for approval and who actively support the LWML;
- E. present a report to the Executive Board;
- F. submit a report to be published in the *Mission Tidings*, prior to the District LWML convention;
- G. prepare a printed ballot, with candidates listed in alphabetical order, last names first, for each office to be voted at the District LWML Convention.

**Section 3**

- A. Individuals, societies, and zones may submit suggestions for nominations for elected officers and Pastoral Counselor;
- B. Completed nomination and consent forms are to be sent to the chairman of the Nominating Committee by the designated date;
- C. Nominations for elected officers may be made from the floor of the convention, provided written consent of the nominee has been secured and stipulated qualifications for office have been met.

**ARTICLE XI - APPOINTED OFFICERS**

The appointed officers shall be the Corresponding Secretary, and Meeting Manager. They shall be appointed by the President.

**Section 1**

The Corresponding Secretary shall serve a term of two (2) years, or until a successor is appointed, and shall be eligible for one (1) reappointment. She shall be a member of the District LWML, a voting member of the Executive Board and Executive Committee, and shall:

- A. conduct correspondence as requested, and be responsible for the annual directory of District LWML materials;
- B. attend District LWML Conventions and meetings of the Executive Board and Executive Committee;
- C. keep a current record of District LWML membership;
- D. be responsible for the subscription orders of the *Lutheran Woman's Quarterly*;
- E. be chairman of the District LWML Convention Credentials Committee;
- F. attend District LWML Conventions and meetings of the Executive Board and Executive Committee;
- G. report to the District LWML Convention, Executive Board, and upon request, to the Executive Committee;
- H. be directly responsible to the President.

**Section 2**

The Meeting Manager shall serve a term of two (2) years, and shall be eligible for reappointment. She shall be an advisory member of the Executive Committee and Executive Board, and shall

- A. develop and administer meeting service support for all District LWML events as requested;
- B. be responsible to the President.

## **ARTICLE XII - SPECIAL APPOINTED PERSONNEL**

The Special Appointed Personnel shall be Archivist-Historian, Heart to Heart Coordinator, *Mission Tidings* Editor, Parliamentarian, Public Relations Director, Website Administrator.

They shall:

- A. be a member of the District LWML;
- B. be appointed by the President, with the approval of the Executive Committee;
- C. serve a term of two (2) years and shall be eligible for reappointment.
- D. be non-voting members.

### **Section 1**

The Archivist -Historian shall:

- A. be a member of the District LWML;
- B. gather and preserve records and other materials of historical significance to the District LWML;
- C. write a history of the activities of the District LWML for the biennium, keep a copy for the District LWML files, and send a copy to the LWML Archivist-Historian;
- D. send appropriate materials to the LWML Archivist-Historian;
- E. be responsible to the President and attend meetings at her request.

### **Section 2**

The *Mission Tidings* Editor shall:

- A. be a member of the District LWML;
- B. be responsible for the publication of the *Mission Tidings*;
- C. secure a Circulation Manager and assistance as the duties of this office may require;
- D. select a publisher, with the approval of the President;
- E. be responsible to the District President and attend meetings at her request.

### **Section 3**

The Parliamentarian shall:

- A. serve as advisor on parliamentary procedure to the President, Executive Board, and individual members;
- B. serve as an ex-officio member of the Structure Committee;
- C. be responsible to the President.

### **Section 4**

The Public Relations Director shall:

- A. be a member of the District LWML;
- B. be alert for news of the District LWML and make it known to the membership, the church-at-large, and the general public;
- C. be responsible for distribution of LWML catalog items;
- D. be responsible for the distribution of Mite Boxes; E. coordinate work with the *Mission Tidings* Editor;
- F. be responsible to the President and attend meetings at her request.

## Section 5

The Website Administrator shall:

- A. maintain, with the help of assistants, the NWI District LWML website;
- B. be responsible to the President.

## ARTICLE XIII - EXECUTIVE BOARD

The Executive Board shall consist of the elected and appointed officers, Zone Presidents, and chairmen of standing committees. No member shall hold more than one (1) voting position on the Executive Board. The Pastoral Counselors, Parliamentarian, and Meeting Manager shall be advisory members.

### Section 1

- A. Three (3) regular meetings of the Executive Board shall be held annually at the call of the President, preferably in January/February, May and September;
- B. A pre-convention meeting may be held in the District LWML Convention city;
- C. Special meetings of the Board may be called by the President or by written request of a majority of the Executive Board's voting members. In case of emergency, business may be *conducted by mail, telephone, or electronic messaging*;
- D. When a Zone President or standing committee chairman is unable to attend an Executive Board meeting or a District LWML Convention, an elected Zone officer or standing committee member shall be authorized to attend as her representative and shall have voice and vote. The representative's name, address, and telephone number shall be given to the President as soon as possible;
- E. Representation from a majority of the voting members of the board shall constitute a quorum.

### Section 2

The Executive Board shall:

- A. transact the business of the District LWML between conventions;
- B. promote the work and mission activities of LWML and carry out the business of the District LWML approved by convention;
- C. approve all expenditures;
- D. approve the time and place of the District LWML Convention;
- E. consider recommendations, resolutions, and appeals for presentation to the District LWML Convention;
- F. elect a Mission Grants Committee and a Nominating Committee early in the odd-numbered year;
- G. elect an LWML YWR Nominating Committee early in the even-numbered year;
- H. approve the District LWML Convention budget;
- I. approve the mission goal work program;
- J. determine the individual subscription rate for the *Mission Tidings*.

## ARTICLE XIV - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers and the Corresponding Secretary. The Meeting Manager and the Pastoral Counselors shall be advisory members.

### **Section 1**

- A. The Executive Committee shall meet at the call of the President, and may, in an emergency, conduct its business by mail, telephone, or electronic messaging;
- B. Four (4) voting members of the Executive Committee shall constitute a quorum.

### **Section 2**

The Executive Committee shall:

- A. transact any necessary business between Executive Board meetings;
- B. evaluate, promote, and coordinate the activities of the District LWML in relation to its object and, with Executive Board approval, initiate programs to meet the needs of the membership;
- C. plan and supervise the program of the District LWML convention;
- D. approve appointed officers, special appointed personnel, and committee appointments;
- E. fill vacancies occurring in the elective and appointive offices, except in the office of the President, which shall be filled by the First Vice President;
- F. approve candidates for the Speakers List;
- G. approve the financial institutions for deposit of funds.

### **Section 3**

Any member of the Executive Committee may, at the request of the President, represent the District LWML at Zone Rallies.

## **ARTICLE XV - STANDING COMMITTEES**

The Standing Committees shall be: Christian Life, Heart to Heart Sisters, Human Care, Leader Development, Structure and YWR. Chairmen shall be appointed by the President, with the approval of the Executive Committee.

- A. The chairmen shall be voting members of the Executive Board;
- B. The Standing Committee members shall serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) reappointment;
- C. Chairmen shall attend District LWML Convention and meetings of the Executive Board;
- D. Chairmen shall call meetings and conduct business as necessary.

### **Section 1**

The Christian Life Committee consisting of a Chairman, an Assistant Chairman, Zone Christian Life Chairmen, Second Vice President as liaison with the Executive Committee and a Pastoral Counselor shall:

- A. encourage and stimulate members in Bible study;
- B. encourage active participation in spiritual growth programs;
- C. provide materials to enable spiritual growth;
- D. have a Chairman who shall:
  - 1. assume office in July following a District LWML Convention;
  - 2. select rally themes, choose topic leaders and organize the annual Christian Life Workshop in consultation with the Assistant Chairman and Pastoral Counselor;
  - 3. maintain a library of Christian Life materials;
  - 4. promote spiritual growth throughout the District LWML;
  - 5. report to the District LWML Convention and Executive Board.
- E. have an Assistant Chairman who shall:

1. assume office in July following a District LWML Convention;
  2. assist the Chairman in her duties, as requested;
  3. represent the Chairman at rallies, upon request;
  4. attend Executive Board meetings in the absence of the Chairman, or in an advisory capacity, at the request of the President.
- F. have Zone Christian Life Chairmen who shall:
1. be responsible for the Christian Life topic presentation at rallies;
  2. secure Society assistance in the topic presentation.

## **Section 2**

The Heart to Heart Sisters Committee of two (2) or more members appointed by the President and approved by the Executive Committee shall:

- A. identify, develop, support and encourage women leaders in ethnic ministries, thus celebrating the gifts God has given the church;
- B. be intentional about giving these women through networking, training, support and resources, the opportunity to learn about and participate in the mission of LWML at every level-society, zone and district;
- C. identify and encourage cross-cultural opportunities within LWML thus emphasizing the church's rich diversity;
- D. have its chairman report to each regular meeting of the Board of Directors and to the convention.

## **Section 3**

The Human Care Committee consisting of a Chairman and at least one (1) other person appointed by the President and Second Vice President as liaison with the Executive Committee shall:

- A. provide resources and encouragement to enable knowledgeable and Biblical comfort to themselves and others;
- B. submit names for Speakers List to the Executive Committee and/or Pastoral Counselors for approval;
- C. keep a Speakers List of current, approved speakers;
- D. maintain a list of LCMS missionaries and families whose home base is within our district;
- E. determine and coordinate District LWML Convention 'Gifts of the Heart,' as requested by the Executive Board;
- F. report to the District LWML Convention and Executive Board.

## **Section 4**

The Leader Development Committee consisting of the Chairman, at least one (1) other member appointed by the President, and the First Vice President as liaison with the Executive Committee, shall:

- A. provide materials and training to enable members to increase skills for leadership in the District LWML;
- B. coordinate and conduct workshops, seminars, and training sessions, as requested by the Executive Board;
- C. provide ideas, techniques, and resources to enrich and stimulate individuals to increase membership;
- D. report to the District LWML Convention and Executive Board.

## **Section 5**

The Structure Committee consisting of a Chairman, the First Vice President, one (1) additional member (appointed by the President), and a Pastoral Counselor, with the President and Parliamentarian as ex-officio members; shall:

- A. study the bylaws and *Leader Helps* of the District LWML;
- B. submit to the Executive Board for approval such bylaws amendments as it deems advisable;
- C. submit the required number of copies of the District LWML Bylaws and proposed amendments to the LWML Structure Committee Chairman for approval;
- D. submit proposed bylaw amendments or revisions to the District LWML Convention;
- E. send the required number of copies of adopted bylaws to the LWML Structure Committee Chairman;
- F. examine Society bylaws, when submitted, and approve those not in conflict with the District LWML or LWML Bylaws;
- G. be responsible for keeping the *District LWML Handbook* current, including the *Leader Helps*; H. report to the District LWML Convention and Executive Board.

## **Section 6**

The Young Women Representatives Committee consisting of the YWR Coordinator as Chairman, three (3) members appointed by the President, and the First Vice President as liaison with the Executive Committee shall:

- A. be in charge of YWRs at the District Convention; (An LWML YWR will be encouraged to serve on the committee.)
- B. shall have District Convention expenses paid.

## **ARTICLE XVI - SPECIAL COMMITTEES**

The Special Committees shall be District Convention Site, Gifts and Bequests, LWML Convention Arrangements, Minutes Review, Mission Grants, and Young Women Representatives (YWR) Nominating.

### **Section 1**

The District Convention Site Committee shall:

- A. be appointed by the President and approved by the Executive Committee;
- B. consist of:
  1. Meeting Manager, as chairman;
  2. one (1) Executive Committee member;
  3. one (1) or more Executive Board members;
  4. one (1) Pastoral Counselor, as an advisor;
- C. evaluate District LWML Convention facilities for each Zone extending an invitation to host a Convention;
- D. make a recommendation to the Executive Board.

### **Section 2**

The Gifts and Bequests Committee, consisting of the District First Vice President as Chairman, the District Treasurer, and three (3) additional members from the District membership, appointed by the District President and approved by the Executive Committee shall:

- A. invest and/or deposit funds, subject to approval of the Executive Committee;
- B. submit an annual financial statement to the Executive Board at its May meeting.

### **Section 3**

The LWML Convention Arrangements Committee consisting of the Meeting Manager as chairman, the Second Vice President, and one (1) other member appointed by the President and approved by the Executive Committee, shall:

- A. provide transportation for conventions and other assemblies as deemed necessary by the Executive Board;
- B. be responsible for LWML Convention registration and housing for delegates and Pastoral Counselor.

### **Section 4**

The Minutes Review Committee consisting of three (3) members, appointed by the President and approved by the Executive Committee shall:

- A. review and approve the District Convention minutes.

### **Section 5**

The Mission Grants Committee consisting of the Mission Grants Director as chairman, three (3) members from three (3) different Zones elected by the Executive Board, and a Pastoral Counselor; shall: A. investigate and evaluate each mission grant presented for consideration;

- B. obtain approval for proposed grants (see Article XVIII, Section 3);
- C. present the approved, proposed grants to the District LWML Convention.

### **Section 6**

The Young Women Representatives Nominating Committee consisting of the YWR Coordinator as chairman and three (3) members who shall be elected from three (3) different Zones by the Executive Board in the even-numbered years shall:

- A. submit a slate of six (6) candidates to the Executive Board for electing YWRs to the LWML Convention.

### **Section 7**

- A. There may be other committees as the District LWML, the Executive Board, or the Executive Committee deem necessary;
- B. The assembly authorizing the committee shall determine the authority and responsibility of the committee.

## **ARTICLE XVII – OFFICIAL PUBLICATION**

### **Section 1**

The *Mission Tidings* shall:

- A. be the official publication of the District LWML;
- B. be published under the general supervision of the President;
- C. promote the objective of the District LWML.

### **Section 2**

The *Mission Tidings* staff shall:

- A. be composed of the Editor, Circulation Manager, President, a Pastoral Counselor, and such others as needed;
- B. have editorial privileges.

## **ARTICLE XVIII - MISSION GRANT PROPOSALS**

### **Section 1**

- A. Mission grant proposals may be submitted by individual members, Societies, Zones, and/or the LCMS District Board of Directors;
- B. Applicants must submit the required number of proposal copies to the Mission Grants Director by the designated date.

### **Section 2**

- A. Consideration of a grant for a mission outside the United States shall first be approved by the North Wisconsin LCMS District President and his staff and LCMS World Mission;
- B. Consideration of a grant for a mission outside the local LCMS District, but within the United States, shall first be approved by the North Wisconsin District President and his staff, and the LCMS District Mission Board of the district in which it is to be carried out.

### **Section 3**

- A. This list of proposals shall be presented to the North Wisconsin LCMS District President and his staff for approval;
- B. The Mission Grants Committee, President, and Pastoral Counselors shall meet to select the grant proposals which are truly mission in character;
- C. Those approved shall be submitted to the District LWML Executive Board for final selection;
- D. Selected proposals shall be presented by the Mission Grants Committee to the District LWML Convention for adoption.

### **Section 4**

- A. Funds approved for adopted grants must be utilized within a period of four (4) years from the time of adoption or they shall be reallocated by the District LWML Executive Board;
- B. The Executive Board has the authority to extend the time in case of extenuating circumstances;
- C. When the Executive Board determines a grant cannot be fulfilled as allocated, or the case for which it was intended no longer exists, it has the authority to reallocate that amount for the grant or grants which received the next highest number of votes in that biennium.

## **ARTICLE XIX - DISTRICT MISSION CHURCH GRANT**

A grant shall be given to each newly organized congregation in the North Wisconsin District under the direction of the District LCMS Board for Mission Services Counselor.

## **ARTICLE XX – FINANCES**

### **Section 1**

- A. Voluntary offerings shall be gathered, using Mite Boxes or other means;
- B. Offerings shall be remitted to the District Financial Secretary, at least quarterly;
- C. The District Treasurer shall remit twenty-five percent (25%) or more of the mite offerings to the LWML each month for approved mission grants and administration of the LWML;
- D. The District LWML shall retain seventy-five percent (75%) or less in its treasury for approved mission grants, District Mission Church Grants, and administration of the District;
- E. Monies received for Gifts and Bequests shall be kept in a separate account.

## **Section 2**

The meeting expenses of the Executive Board, Executive Committee, District LWML committees, and other routine administrative expenses incurred in the management of the District LWML shall be paid from the treasury.

## **Section 3**

Voluntary offerings received from individuals, Societies, rallies and District LWML Conventions shall flow into the District LWML treasury.

## **Section 4**

Official publications' subscriptions shall be paid from the District LWML treasury.

## **Section 5**

Delegates and guests to the District LWML Convention shall pay a registration fee determined by the General Convention Committee, with the approval of the Executive Board.

## **Section 6**

Zones shall not support monetary grants other than those of the District LWML and LWML.

## **ARTICLE XXI - FISCAL YEAR**

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

## **ARTICLE XXII - EMERGENCY ACTION**

### **Section 1**

In the event of any great emergency, such as war, epidemic, disaster, or other prevailing conditions, making the holding of a District LWML Convention inadvisable, the Executive Committee shall have authority to determine whether the convention shall be held.

### **Section 2**

A two-thirds (2/3) vote of the Executive Committee shall decide. The vote may be taken by mail and/or electronic messaging.

### **Section 3**

When a District LWML Convention is not held, the Executive Committee shall have authority to determine the procedure for conducting routine convention business with approval of the Executive Board.

## **ARTICLE XXIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the District LWML in all cases to which they are applicable and in which they remain consistent with these Bylaws, applicable law, or Christian principles.

## **AMENDMENTS**

### **Section 1**

These bylaws may be amended by a two-thirds (2/3) vote of the District LWML Convention voting body, provided the proposed amendments have been approved by the District Executive Board and the LWML Structure Committee.

### **Section 2**

The proposed amendments shall be published in the *Mission Tidings* in an issue prior to the District LWML Convention or in a mailing to the delegates.

### **Section 3**

By unanimous vote of the voting assembly, a proposed amendment may be presented to the District LWML Convention without prior notice with three-fourths (3/4) vote required for adoption.