

# **BYLAWS**

## **LUTHERAN WOMEN'S MISSIONARY LEAGUE EASTERN DISTRICT**



THE LUTHERAN CHURCH – MISSOURI SYNOD

Amended June 2024

## **LWML EASTERN DISTRICT BYLAWS, AMENDED JUNE 2024**

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# **LWML EASTERN DISTRICT BYLAWS, AMENDED JUNE 2024**

## **ARTICLE I- NAME**

The name of this organization shall be the Lutheran Women's Missionary League Eastern District (hereinafter referred to as District LWML), 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 maintain greater mission consciousness among the women of the district through mission education, mission inspiration, and mission service;
- B. to gather funds for mission grants either directly sponsored or approved by the Eastern District of LCMS, especially those for which no adequate provision has been made in the LCMS district budget.

## **ARTICLE III- MEMBERS**

### **Section 1**

- A. A woman who is a communicant member of an LCMS congregation is eligible for membership.
- B. Women's organizations within congregations of the LCMS, on campuses, or in resident homes shall be eligible for membership as societies; provided they have followed the procedure laid down in these bylaws and has made the object of the LWML their own.
- C. 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.
- D. One (1) or more societies affiliated with the LWML from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit.
- E. For membership in the LWML it shall be necessary for the society to submit an application with the approval of the congregation and its pastor.
- F. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society or unit, nor does it confer voting privileges at the district or national level.

### **Section 2**

- A. The District LWML shall be divided into zones. The divisions shall be made by the Board of Directors. For the purpose of uniformity, the area of a zone shall conform as nearly as possible to LCMS District circuit lines.
- B. At least four (4) societies shall be required for the formation of a zone.
- C. Each zone shall write its own bylaws, which shall be in agreement with the District LWML Bylaws (sample bylaws can be found at LWML.org). Zone bylaws and all amendments thereto shall be submitted to the District LWML Structure Committee for approval.

## ARTICLE IV- OFFICERS AND ELECTIONS

### Section 1

The District LWML elected officers shall be: President, Vice President of Christian Life/Special Focus, Vice President of Communication, Vice President of Gospel Outreach/Organizational Resources, Recording Secretary, Financial Secretary, and 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.
- B. The election of officers shall be as follows:
  - 1. the President, Vice President of Christian Life/Special Focus, Vice President of Gospel Outreach/Organizational Resources, and Treasurer shall be elected at one (1) District LWML Convention;
  - 2. the Vice President of Communication, Recording Secretary, and Financial Secretary shall be elected at the following District LWML 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 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. The retiring officers shall deliver to their successors all materials and funds pertaining to their office by September 1 following the District LWML Convention.

### Section 3

- A. In the event of an emergency or unexpected vacancy in the office of the President, the Vice President of Christian Life/Special Focus shall fill the temporary vacancy until the President is able to resume her duties or until the Vice President of Christian Life/Special Focus can call a meeting of the Board of Directors to fill the vacancy. The candidates eligible to fill the permanent vacancy shall be members of the Executive Committee. The Board of Directors shall have the authority to decide by a simple majority vote. This election may be conducted by mail or electronic messaging. The elected president will hold office until the next convention.
- B. In the event a vacancy occurs in any other elective or appointive position, such vacancy shall be filled by appointment of the Executive Committee.

## ARTICLE V- ELECTED OFFICERS

### Section 1

The PRESIDENT shall:

- A. preside at the District LWML Convention and at the meetings of the District LWML Board of Directors and Executive Committee;
- B. be an *ex officio* member of all committees except the Nominating Committee;
- C. be responsible for the execution of all resolutions adopted by the District LWML, its Board of Directors and Executive Committee;
- D. be responsible for appointing standing committee chairmen and members, appointed officers, special appointed personnel, and special committees, with the approval of the Executive Committee;
- E. sign all vouchers for payment of authorized expenditures;
- F. report to the Executive Committee and the Board of Directors;

- G. present a report to the District LWML Convention, including the proceedings of the Executive Committee;
- H. be responsible for providing new societies with materials for membership;
- I. perform other duties as set forth in the District LWML *Leaders Manual*.

## **Section 2**

The VICE PRESIDENT of Christian Life/Special Focus may perform the duties of the office of 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 President, fill the temporary vacancy until the President is able to resume her duties or until the Vice President of Christian Life/Special Focus can call a meeting of the Board of Directors to fill the vacancy. The elected president will hold office until the next convention (see Article IV, Section 3, A);
- B. be coordinator of the Christian Life/Special Focus Department;
- C. report to the Executive Committee and the Board of Directors;
- D. be responsible for issuing the membership charter to a new society;
- E. submit a written report for the convention manual;
- F. perform other duties as set forth in the District LWML *Leaders Manual* and as requested by the President.

## **Section 3**

The VICE PRESIDENT of Communication may perform the duties of the President, in the absence or at the request of the President, and shall:

- A. be coordinator of the Communication Department;
- B. report to the Executive Committee and the Board of Directors;
- C. maintain a comprehensive up-to-date mailing list;
- D. receive orders for the *Lutheran Woman's Quarterly*, maintaining a record of the number of requested copies;
- E. maintain annual membership information and accurate statistical records, which shall be published in the District LWML Convention Manual;
- F. oversee the preparation of the convention manual with the assistance of the Vice President of Gospel Outreach/Organizational Resources;
- G. submit a written report for the convention manual;
- H. perform other duties as set forth in the District LWML *Leaders Manual* and as requested by the President.

## **Section 4**

The VICE PRESIDENT of Gospel Outreach/Organizational Resources may perform the duties of the President in the absence of, or at the request of, the President and shall:

- A. be coordinator of the Gospel Outreach/Organizational Resources Department;
- B. report to the Executive Committee and the Board of Directors;
- C. serve as chairman of the Nominating Committee;
- D. assist the Vice President of Communications in preparation of the convention manual;
- E. develop a list of eligible LWML members to serve in appointed positions to assist the President with appointments;
- F. submit a written report for the convention manual;
- G. perform other duties as set forth in the District LWML *Leaders Manual*, and as requested by the President.

## Section 5

The RECORDING SECRETARY shall:

- A. record the minutes of all meetings of the District LWML Convention, the Board of Directors, and the Executive Committee;
- B. supply a copy of District LWML Convention minutes to each member of the Board of Directors, to the Pastoral Counselors, and to all societies;
- C. supply a copy of the minutes of the District LWML Board of Directors' meetings to its members and to the Pastoral Counselors;
- D. supply a copy of the minutes of the District LWML Executive Committee meetings to its members and to the Pastoral Counselors;
- E. receive one (1) copy of delegates' credentials prior to the District LWML Conventions;
- F. submit a written report for the convention manual;
- G. send a copy of the minutes of District LWML Conventions, Board of Directors' meetings, and Executive Committee meetings to the LWML President;
- H. perform other duties as set forth in the District LWML *Leaders Manual*.

## Section 6

The FINANCIAL SECRETARY shall:

- A. be bonded at the expense of the District LWML for an amount determined by the Executive Committee;
- B. keep an itemized account, by zone, of all receipts (mites, *Quarterly*, District LWML official publication, memorials, and other reimbursements);
- C. deposit all moneys remitted by the zones in a financial institution approved by the Executive Committee;
- D. send deposit slip(s) and a monthly report to the Treasurer;
- E. submit a financial report to the District LWML Conventions, the Board of Directors, and the Executive Committee;
- F. submit records for financial review annually at the end of the fiscal year, March 31;
- G. serve as a member of the Budget and Legacy of Love Committees;
- H. submit a written report for the convention manual;
- I. perform other duties as set forth in the District LWML *Leaders Manual*.

## Section 7

The TREASURER shall:

- A. be bonded at the expense of the District LWML for an amount determined by the Executive Committee;
- B. receive deposit slip(s) and monthly report from the Financial Secretary;
- C. receive and deposit all other moneys (non-zone related activity) in a financial institution approved by the Executive Committee;
- D. keep an itemized account of all receipts and disbursements;
- E. make all payments as authorized by the District LWML Convention, the Board of Directors, and the Executive Committee;
- F. make payments as authorized by the District LWML for the *Lutheran Woman's Quarterly*, the District LWML official publication, and supplies sent to societies;
- G. make payments for approved grants as authorized by the District LWML President;
- H. be responsible for creating and proposing a budget to be approved by the Executive Committee, the Board of Directors, and the District LWML Convention;
- I. serve as chairman of the Budget Committee;
- J. serve as a member of the Legacy of Love Committee;
- K. submit a financial report to the Executive Committee, the Board of Directors, and the District LWML Convention;

- L. submit records for financial review annually at the end of the fiscal year, March 31;
- M. perform other duties as set forth in the District LWML *Leaders Manual*.

## **ARTICLE VI- NOMINATIONS**

### **Section 1**

The Vice President of Gospel Outreach/Organizational Resources with the approval of the District LWML Board of Directors shall, in the odd numbered years, select at least two (2) with a maximum of four (4) District LWML members to serve with the chairman, Vice President of Gospel Outreach/Organizational Resources, as the Nominating Committee.

### **Section 2**

The Nominating Committee shall:

- A. receive nominations for elective offices from the LWML members of societies and zones;
- B. submit the names of at least two (2) candidates, if possible, for each elective office;
- C. select candidates for President who have served as a zone president or a member of the District LWML Executive Committee;
- D. select candidates for the other elected positions who are members of the LWML and have served on an LWML Board of Directors; with the exception of Pastoral Counselors;
- E. submit the names of at least two (2) candidates, if possible, for Pastoral Counselor (see Article XI, Section 1). There will be no nominations from the floor.
- F. obtain written consent of all candidates to serve, if elected;
- G. submit a report for publication in the District LWML official publication sixty (60) days prior to the convention and/or a mailing to the delegates at least two (2) weeks prior to the District LWML Convention;
- H. prepare printed ballots with the names of the candidates listed in alphabetical order by office;
- I. submit a written report for the convention manual;
- J. perform other duties as set forth in the District LWML *Leaders Manual*.

### **Section 3**

Nominations for elected officers (other than Pastoral Counselors) 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 VII- APPOINTED OFFICERS**

### **Section 1**

The appointed officers shall be Editor, Planner, Public Relations Director, and Legacy of Love Coordinator and shall:

- A. be appointed by the President, with the approval of the Executive Committee;
- B. serve a term of four (4) years concurrent with the President's term and be eligible for reappointment.

### **Section 2**

The EDITOR shall:

- A. serve as a member of the Communications Department;
- B. be Editor of the District LWML official publication;
- C. have the authority to appoint an assistant residing in close proximity to the Editor;
- D. work with the District LWML Convention Publicity Committee regarding all publicity relating to the conventions;
- E. attend meetings of the Executive Committee in an advisory capacity;
- F. attend District LWML Conventions and Board of Directors meetings as a voting member;
- G. submit a written report for the convention manual;

- H. perform other duties as set forth in the District LWML *Leaders Manual*.

### **Section 3**

The PLANNER shall:

- A. report directly to the President;
- B. assist the District LWML to review the past, assess the present, and prepare for the future so that a district plan supportive of the LWML plan is developed and followed;
- C. develop and facilitate experiences at Executive Committee and Board of Directors meetings to build unity and promote oneness;
- D. attend meetings of the Executive Committee in an advisory capacity;
- E. assist in the planning of conventions;
- F. attend District LWML Conventions and Board of Directors' meetings as a voting member;
- G. serve as Meeting Manager;
- H. submit a written report for the convention manual;
- I. perform other duties as set forth in the District LWML *Leaders Manual*.

### **Section 4**

The PUBLIC RELATIONS DIRECTOR shall:

- A. serve as a member of the Communications Department;
- B. serve in an advisory capacity to the District LWML in developing, publicizing, and promoting its goals and actions;
- C. be alert for news of the LWML and make it known to the membership, the church-at-large, and the general public;
- D. work with the District Convention Publicity Committee regarding all publicity relating to the convention;
- E. attend meetings of the Executive Committee in an advisory capacity;
- F. attend District LWML Conventions and Board of Directors meetings as a voting member;
- G. provide oversight, coordination, and promotion of District LWML website and social media postings;
- H. submit a written report for the convention manual;
- I. perform other duties as set forth in the District LWML *Leaders Manual*.

### **Section 5**

The LEGACY OF LOVE COORDINATOR shall:

- A. serve as the chairman of the Legacy of Love Committee;
- B. attend meetings of the Executive Committee in an advisory capacity;
- C. attend District LWML Conventions and Board of Director's meetings as a voting member;
- D. submit a written report for the convention manual;
- E. *perform* other duties as set forth in the *District LWML Leaders Manual*.

## **ARTICLE VIII – APPOINTED PERSONNEL**

- A. The ARCHIVIST-HISTORIAN shall:
  - 1. write a history of the activities and accomplishments of the District LWML for each biennium; gather and preserve archives and other materials of historical significance to the District LWML;
  - 2. keep in close contact with zone historians for news of zone and society activities of interest to the District LWML;
  - 3. attend in an advisory capacity, Board of Directors meetings, District LWML Conventions and, when requested by the President, the Executive Committee meetings;
  - 4. submit a written report for the convention manual;
  - 5. perform other duties as set forth in the District LWML *Leaders Manual*.



- B. The PARLIAMENTARIAN shall:
  - 1. shall serve as an advisor on parliamentary procedure to the President, officers, and individual members upon request;
  - 2. attend in an advisory capacity the District LWML Conventions, Board of Directors, Executive Committee, and Structure Committee meetings;
  - 3. submit a written report for the convention manual;
  - 4. perform other duties as set forth in the District LWML *Leaders Manual*
- C. The APPOINTED PERSONNEL shall:
  - 1. There may be additional appointed personnel as deemed necessary to carry on the work of the LWML Eastern District. The LWML Eastern District Executive Committee authorizing the appointed personnel shall determine the authority and responsibility of the appointed personnel. The authority and responsibilities of the additional appointed personnel shall be documented in the LWML Eastern District Leaders Manual.

## **ARTICLE IX- CONVENTIONS AND REPRESENTATION**

### **Section 1**

- A. A convention of the District LWML shall be held biennially in the even-numbered years.
- B. Convention sites shall be determined four (4) years in advance.
- C. Zone events shall be held at least once a year.
- D. The names of the certified delegates and alternates shall be received by the national LWML Recording Secretary by March 1 in the odd-numbered years.

### **Section 2**

Members at District LWML Conventions who shall have a voice and vote therein shall be:

- A. two (2) accredited delegates from each society; each delegate to the convention shall have an elected alternate;
- B. members of the Board of Directors (see Article IX, Section 1);
- C. past presidents of the District LWML who are currently affiliated with the District LWML.

### **Section 3**

- A. A member of the voting assembly at the District LWML Convention shall vote in one (1) capacity only. Proxy votes are prohibited.
- B. A majority of the registered voting assembly shall constitute a quorum.

### **Section 4**

Names of the accredited delegates and alternates shall be registered with the District LWML Recording Secretary and the President at least four (4) weeks before the convention.

### **Section 5**

District LWML representation at the LWML Convention 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 thereof (a major fraction of ten (10) is defined as six (6) or more), as of January 1 preceding the convention;
- B. each certified delegate shall have a certified alternate;
- C. the names of the delegates and the alternate shall be presented to the District President for certification;
- D. the names of the certified delegates and alternates shall be received by the LWML Recording Secretary by March 1 in the odd-numbered years;
- E. 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 her District President and presentation to the LWML Recording Secretary.

## **Section 6**

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

# **ARTICLE X - BOARD OF DIRECTORS**

## **Section 1**

- A. The District LWML Board of Directors shall consist of the elected officers, the presidents of the zones, and the chairmen of the Standing Committees, the Editor, the Planner, the Public Relations Director, and the Legacy of Love Coordinator. They shall have a voice and vote. Other appointed positions, Standing Committee Co-chairs, and the Pastoral Counselors shall be advisory members.
- B. When a zone president is absent from a Board of Directors' meeting or District LWML Convention, the Zone Vice President or any elected zone officer shall be authorized to attend as the Zone President's representative and shall have the privilege of voice and vote.
- C. When a zone president holds multiple positions on the Board of Directors, she may have the Zone Vice President or any elected zone officer be the Zone President's representative who shall have the privilege of voice and vote.

## **Section 2**

- A. The District LWML Board of Directors shall meet annually. In a convention year, a second meeting shall be called at the place of the convention, prior to its opening.
- B. Except as otherwise provided for, the time and place for holding other District LWML Board of Directors or Executive Committee meetings shall be determined by the President or the Executive Committee.
- C. In time of emergency or special urgency, the Board of Directors may take action by mail or electronic messaging.

## **Section 3**

Two thirds (2/3) of the members of the Board of Directors shall constitute a quorum.

## **Section 4**

The District LWML Board of Directors shall:

- A. divide the district into zones (see Article III, Section 2, A);
- B. transact the business of the District LWML in the interim between District LWML Conventions;
- C. consider recommendations, resolutions, and appeals for presentation to the District LWML Conventions;
- D. promote the work and program of the LWML;
- E. determine the time and place of the District LWML Convention, whenever such arrangement has not been made at the convention;
- F. approve the members of the Nominating Committee as selected by the Vice President of Gospel Outreach/Organizational Resources (see Article VI, Section 1);
- G. approve the Budget Committee's proposed biennial budget;
- H. elect a president in the event a vacancy occurs in that office (see Article V, Section 2 A);
- I. consider and approve proposed bylaw amendments before presentation to convention (see Article XII, Section 5C1);
- J. Select members to complete the annual financial review of records submitted by the Financial Secretary and Treasurer at the end of the fiscal year, March 31. This review shall be reported to the Board of Directors.

## **ARTICLE XI- EXECUTIVE COMMITTEE**

### **Section 1**

The District LWML Executive Committee shall consist of the elected officers. The two (2) Pastoral Counselors, the Editor, the Parliamentarian, the Planner, the Public Relations Director, and the Legacy of Love Coordinator shall attend as advisory members.

### **Section 2**

- A. The Executive Committee shall meet at the call of the President. It may conduct its business by mail or electronically when necessary.
- B. Four (4) voting members shall constitute a quorum.

### **Section 3**

The Executive Committee shall:

- A. transact the business of the Board of Directors between meetings of that body;
- B. plan and supervise the program of the convention;
- C. determine the amount of the bonds for the Financial Secretary and Treasurer;
- D. approve the appointments of the Archivist-Historian, Editor, Parliamentarian, Planner, Public Relations Director, and the Legacy of Love Coordinator;
- E. fill vacancies occurring in the elective and appointive offices except in the office of President (see Article V, Section 2 A);
- F. approve the financial institution(s) for deposit of district funds;
- G. approve appointed members of Standing Committees.

## **ARTICLE XII- PASTORAL COUNSELORS**

### **Section 1**

The District LWML Pastoral Counselors shall be two (2) pastors of the Eastern District LCMS who shall serve for a term of four (4) years and be ineligible for reelection. One (1) Pastoral Counselor shall be elected at each convention. A majority vote shall determine the election.

### **Section 2**

The District LWML Pastoral Counselors shall:

- A. serve in an advisory capacity;
- B. serve on Standing Committees in an advisory capacity as assigned by the President;
- C. attend all District LWML Conventions and meetings of the Board of Directors and the Executive Committee as non-voting members;
- D. attend LWML Conventions as directed by the Executive Committee;
- E. submit articles to the Editor for publication in the District LWML official publication;
- F. submit a written report for the convention manual;
- G. perform other duties as set forth in the District LWML *Leaders Manual*.

## **ARTICLE XIII- DEPARTMENTS AND COMMITTEES**

### **Section 1**

- A. The departments shall be Christian Life/Special Focus, Communication, and Gospel Outreach/Organizational Resources. A vice president shall serve as coordinator of each department and shall be an *ex officio* member of any committees in the department of which she is not the chairman (see Article V, Sections 2, 3 and 4).
- B. The standing committees shall be Budget, Christian Life, Special Focus, Leadership Development, Mission Grants and Structure.

- C. Standing committee members shall be appointed by the President, with the approval of the Executive Committee, and shall serve a term of four (4) years. In odd-numbered years the chairman and co-chairman are approved at a regular meeting of the Executive Committee. They shall not be eligible for reappointment to consecutive terms. Duties shall be assumed at the close of the Executive Board meeting at which they are approved.
- D. All retiring standing committee chairmen shall transfer to their successors all materials pertaining to their office by September 1, following the convention.
- E. The Legacy of Love Committee is a special committee.
- F. Special committee members shall be appointed by the President, with the approval of the Executive Committee, and shall serve a term of four (4) years. The Legacy of Love Committee will consist of at least three (3) members including the Coordinator appointed by the President, the Financial Secretary, and the Treasurer. The Coordinator will be eligible for reappointment to consecutive terms and shall serve at the discretion of the President.

## **Section 2**

The BUDGET COMMITTEE, consisting of the Treasurer as chairman, the Financial Secretary, and one (1) additional District LWML member, shall:

- A. prepare a proposed budget for each biennium;
- B. submit proposed budget to the Executive Committee and the Board of Directors for approval;
- C. present the proposed budget to the convention;
- D. submit a written report for the convention manual;
- E. perform other duties as set for in the District LWML *Leaders Manual*.

## **Section 3**

The CHRISTIAN LIFE/SPECIAL FOCUS DEPARTMENT shall include the Christian Life Committee and the Special Focus Committee. The Vice President of Christian Life/Special Focus shall be the coordinator of the department.

- A. The Christian Life Committee, consisting of two (2) or more members, shall:
  - 1. promote active participation in spiritual development programs;
  - 2. offer suggestions and advice for conducting Christian Life programs or workshops on zone and society levels;
  - 3. have the chairman attend and report to meetings of the Board of Directors and the convention;
  - 4. submit a written report for the convention manual;
  - 5. perform other duties as set forth in the District LWML *Leaders Manual*.
- B. The Special Focus Committee, consisting of two (2) or more members, shall:
  - 1. prepare devotional materials and coordinate Gifts from the Heart events;
  - 2. encourage and promote a Heart to Heart – Sisters of all Nations program within the District LWML, focusing on multicultural women;
  - 3. cooperate with the LWML Special Focus Committee in distributing information to zones and societies;
  - 4. have the chairman attend and report at meetings of the Board of Directors and the convention;
  - 5. submit a written report for the convention manual;
  - 6. perform other duties as set forth in the District LWML *Leaders Manual*.

## **Section 4**

The COMMUNICATION DEPARTMENT shall include the Editor and the Public Relations Director. The Vice President of Communications shall be the coordinator of the department. (For responsibilities, see Article VII, Sections 3 and 6).

## Section 5

The GOSPEL OUTREACH/ORGANIZATIONAL RESOURCES DEPARTMENT shall include the Mission Grants Committee, the Leadership Development Committee, and the Structure Committee. The Vice President of Gospel Outreach/Organizational Resources shall be the coordinator of the department.

- A. The Leadership Development Committee, consisting of two (2) or more members, shall:
  - 1. encourage and equip women to reach out in love;
  - 2. provide materials and training to enable each LWML member to increase skills for leadership in the LWML;
  - 3. create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase the membership within their societies;
  - 4. develop and promote programs, which target young women;
  - 5. have the chairman attend and report at meetings of the Board of Directors and the convention;
  - 6. submit a written report for the convention manual;
  - 7. perform other duties as set forth in the District LWML *Leaders Manual*.
- B. The Mission Grants Committee, consisting of two (2) or more members, shall:
  - 1. investigate and evaluate each mission grant proposal submitted for consideration;
  - 2. have the chairman present grant proposals to the Executive Committee and the Board of Directors at the Spring district meeting in even-numbered years;
  - 3. submit a report for publication in the District LWML official publication sixty (60) days prior to the convention and/or in a mailing to the delegates at least two (2) weeks prior to the convention;
  - 4. give an impartial presentation of the approved grant proposals to the convention body;
  - 5. have the chairman attend Executive Committee meetings, as requested by the President, and Board of Directors meetings;
  - 6. submit written reports to the Editor for publication on the progress of funding each adopted grant, until completed;
  - 7. prepare ballots for the convention;
  - 8. submit a written report for the convention manual;
  - 9. perform other duties as set forth in the District LWML *Leaders Manual*.
- C. The Structure Committee, consisting of two (2) or more members, shall:
  - 1. study the bylaws of the District LWML and propose to the Board of Directors such amendments as deemed advisable;
  - 2. submit proposed District LWML bylaw amendments, as required, to the chairman of the LWML Structure Committee for approval;
  - 3. submit a report for publication in the District LWML official publication, sixty (60) days prior to the convention and/or in a mailing to the delegates at least two (2) weeks prior to convention.
  - 4. submit proposed bylaw changes to the convention for approval;
  - 5. send required number of copies of adopted amended bylaws to the chairman of the LWML Structure Committee for filing;
  - 6. receive and examine all zone and society bylaws and amendments, approving those not in conflict with the bylaws of the District LWML;
  - 7. have the chairman attend and report at meetings of the Board of Directors and the convention;
  - 8. submit a written report for the convention manual;
  - 9. perform other duties as set forth in the District LWML *Leaders Manual*.

## Section 6

The Legacy of Love Committee exists to administer the Legacy of Love Endowment Fund and shall:

- A. promote, encourage, receive, and manage special gifts and bequests according to the Guidelines approved by the Executive Committee and printed in the District LWML *Leaders Manual*.

- B. provide for overall stewardship of said gifts for the benefit of this organization's mission and ministry. The primary focus for mission and ministry will be 1) National and District Scholarships, 2) Leadership Development and 3) Other ministry areas deemed to be of highest need as approved by the Executive Committee.

### **Section 7**

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

## **ARTICLE XIV - OFFICIAL PUBLICATION**

### **Section 1**

- A. As the *Lutheran Woman's Quarterly* is the official publication of the LWML, so the *LINK* is the official publication of the District LWML.
- B. The District LWML official publication shall be published four (4) times a year and be the responsibility of the Editor (see Article VII, Section 3).

### **Section 2**

The purpose of the District LWML official publication shall be:

- A. to promote the object of the District LWML;
- B. to inform the membership of the activities of officers and committees.

### **Section 3**

Costs for these publications will be paid by the District LWML (see Article V, Section 7 F). Donations by individuals to defray these expenses are encouraged.

## **ARTICLE XV- MISSION GRANTS**

### **Section 1**

The District LWML shall select mission grants in each biennium to be funded through Mite Box contributions. The grants shall be primarily within the geographical area of the Eastern District and shall be chosen from a list of mission grant proposals approved by the Board of Directors.

### **Section 2**

- A. Mission grant proposals may be submitted to the District LWML by societies, zones, or individual LWML members. Such proposals shall be submitted to the Mission Grants Chairman who shall send one (1) copy to the President of the Eastern District LCMS or his designee, one (1) copy to the Vice President of Gospel Outreach/Organizational Resources, and one (1) copy to the President for their advice and comments, and to others designated by the Executive Committee.
- B. All mission grant proposals must be received by the Mission Grants Chairman, postmarked no later than October 15 of the year preceding the District LWML Convention.

### **Section 3**

- A. Grants shall be considered for proposals that:
  - 1. truly exhibit a direct mission emphasis, extending the ministry of the Word;
  - 2. are approved by the Mission Board of the Eastern District LCMS;
  - 3. are current and ready for implementation.
- B. Recipient organizations may not propose a grant if they have been funded in the two (2) previous biennium's (4 years).
- C. No grants shall be made for any proposal that necessitates a permanent subsidy from the funds, such as recurring expenses for salaries, insurance, utilities, mortgage payments, tuition, travel, and/or honorariums.

- D. No grants shall be made to cover deficits or budget shortages of an individual, a congregation, a district, or the LCMS.
- E. Disbursement of grants shall be consistent with the adopted grant goal.
- F. Grants shall be prioritized for funding and moneys disbursed according to the number of votes received.
- G. After a grant has been fully funded, the financial responsibility of the District LWML ceases.
- H. Status reports on grants shall be published in the District LWML official publication.
- I. Funds for a grant must be disbursed or put into use within the biennium in which it was voted or be returned to the District LWML treasury, for reallocation. The convention may extend the time for one (1) biennium in case of extenuating circumstances.

## **ARTICLE XVI- FINANCES**

### **Section 1**

- A. All regular mission offerings of the District LWML societies shall be collected by Mite Boxes or other voluntary means.
- B. Mite offerings shall be remitted monthly, if possible, to the Financial Secretary.
- C. The Treasurer shall remit twenty-five percent (25%) or more of the mite offerings to LWML at least four (4) times a year for the approved grants and the administration of the LWML.
- D. The District LWML shall retain seventy-five percent (75%) or less in its treasury for approved mission grants and administration of the District LWML.

### **Section 2**

- A. The expenses involved in meetings of the Board of Directors and Executive Committee, as well as routine or administrative expenses incurred in the management and promotion of the League, shall be paid from the treasury.
- B. The expenses of delegates to LWML conventions shall be paid by the zone sending them.

## **ARTICLE XVII- FISCAL YEAR**

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

## **ARTICLE XVIII- EMERGENCY ACTION**

If an emergency, such as war, epidemic, disaster, or other disruptive conditions, should make the holding of a District LWML Convention inadvisable, the Executive Committee shall have the authority to decide, by a two-thirds (2/3) vote, whether or not a convention shall be held. The vote may be taken by email or electronic messaging. Should a convention be canceled, the Executive Committee shall be authorized to devise a mode of procedure for the transaction of routine convention business. Such a mode of procedure shall be approved by the Board of Directors.

## **ARTICLE XIX- DISSOLUTION**

- A. District LWML shall not be dissolved as long as five (5) zones desire its continuance.
- B. In case of dissolution, all assets and records shall be delivered to the Executive Committee of the LWML.

## **ARTICLE XX- PARLIAMENTARY AUTHORITY**

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 are consistent with these bylaws, standing rules, guidelines, applicable law, or Christian principles.

## ARTICLE XXI- AMENDMENTS

- A. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the District LWML Convention. The proposed amendments shall have been presented for approval to LWML Structure Committee, the District LWML Executive Committee and the Board of Directors.
- B. Proposed amendments must be published in the District LWML official publication sixty (60) days prior to the convention and/or in a mailing to the delegates at least two (2) weeks prior to the convention.
- C. By unanimous vote, a proposed amendment may be presented to the District LWML Convention without previous notice. A three-fourths (3/4) vote shall be required for adoption.

## STANDING RULES OF THE LWML EASTERN DISTRICT:

- A. Monies received as memorial/honorary donations will be used toward the cost of sending Young Woman Representatives (YWR) to LWML Conventions. District LWML may support one or two YWRs to the national LWML convention, depending upon available funds. District LWML will support one YWR from each zone to the District LWML Convention. (6-2014)
- B. Each member of the convention voting body will vote for five (5) of the mission grants listed. (6-1996)
- C. It is suggested that each person who receives the *Lutheran Woman's Quarterly* and the *LINK* voluntarily contribute yearly to cover the costs of both. (6-2018)
- D. If there is a tie vote for the last chosen grant at a convention, the tie shall be broken by the voting assembly of the convention. (3-2001)
- E. The District LWML shall have a *Leaders Manual* that is maintained by the President and reviewed each biennium. The manual shall include guidelines and policies pertaining to the administration of the District LWML through its officers and committees. (3-2001)
- F. The offering received at the convention opening service shall be designated as a contribution to the mission goal of the District LWML. (3-2001)
- G. Mission grants are funded based upon fifty percent (50%) of mites received. (6-2020)
- H. Three (3) copies of amended zone or society bylaws shall be submitted to the District LWML Structure Committee for approval. (6-2002)
- I. District LWML shall not release the names and addresses of any members. (6-2004)
- J. If the total Mission Grants Goal for a biennium has been met, the mites in excess of the goal shall be added to the approved Mission Grants Goal for the following biennium. (2-2014)
- K. The Convention Guidelines and Retreat Guidelines will be reviewed and updated as needed within 6 months after the previous convention or retreat.
- L. The District shall pay for the Junior Pastoral Counselor's wife to attend the LWML National Convention i.e., airfare, hotel & meals.