

**THE LUTHERAN  
WOMEN'S  
MISSIONARY  
LEAGUE**

**BYLAWS**

**ATLANTIC  
DISTRICT**

Approved April 24, 2010

# THE LUTHERAN WOMEN'S MISSIONARY LEAGUE-ATLANTIC DISTRICT

## BYLAWS

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# THE LUTHERAN WOMEN'S MISSIONARY LEAGUE—ATLANTIC DISTRICT BYLAWS

## ARTICLE I - NAME

The name of this organization shall be the Atlantic District Lutheran Women's Missionary League (hereafter referred to as the District LWML) an auxiliary of The Lutheran Church—Missouri Synod (hereafter referred to as LCMS).

## ARTICLE II - OBJECT

The object of this organization shall be

- a. to develop and maintain a greater mission consciousness among the women of the LCMS through MISSION EDUCATION, MISSION INSPIRATION, and MISSION SERVICE;
- b. to gather funds for mission grants, either directly sponsored or approved by LCMS boards, especially those for which no adequate provision has been made in LCMS budgets.

## ARTICLE III – STRUCTURE

### Section 1

The District LWML of the national Lutheran Women's Missionary League (hereafter referred to as LWML) is composed of individual women and women's societies within LCMS congregations, on campuses, in resident homes, or in other settings. These individuals and societies in a geographic area unite to form a zone; likewise the zones unite to form the District.

### Section 2

- a. The District LWML shall be under the guidance of the Atlantic District LCMS.
- b. The District LWML shall assist and guide the zones to follow the LWML Program.

### Section 3

- a. District bylaws and all amendments thereto shall be submitted for approval (in the number of copies requested) to the LWML Structure Committee before being presented to the District membership for adoption.
- b. Any amendments or revisions of the District bylaws shall be sent (in the number of copies requested) immediately after adoption, to the LWML Structure Chairman.
- c. Each zone shall adopt bylaws, which shall be in conformity with the object and basic principles of the Articles of Incorporation and bylaws of the LWML. Zone bylaws and all amendments thereto shall be submitted in triplicate to the Executive Committee of the District for approval.

## ARTICLE IV - MEMBERS

### Section 1

- a. Any woman who is a communicant member of an LCMS congregation and participates by promoting the object of the LWML is eligible to be considered a member of the society.
- b. A women's society within a congregation, on a campus, in a resident home, or in other settings of the LCMS shall be eligible for membership.
- c. District bylaws and all amendments thereto shall be submitted for approval (in the number of copies requested) to the LWML Structure Committee before being presented to the District membership for adoption.

### Section 2

- a. Request for society membership in the LWML shall be presented to the zone president, who then executes an application form and forwards it to the District President.
- b. The society shall become a member after approval by the Board of Directors and upon receipt of a letter of acknowledgment from the District President.

### **Section 3**

- a. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the District LWML.
- b. Application for individual membership shall be made to the zone president, who then executes an application form and forwards it to the District President.
- c. The individual applicant shall become a member after approval by the Board of Directors and upon receipt of a letter of acknowledgment from the District President.
- d. Individual membership is not considered a society or a unit, nor does it confer voting privileges at District or national conventions.
- e. Individual members shall have voice and vote at zone events.
- f. An individual member may serve as an officer or committee chairman/member on zone, District or national levels, and shall have voting privileges afforded the position to which she may be elected or appointed. She may also be elected as a zone delegate to the national LWML convention.

## **ARTICLE V - CONVENTIONS AND REPRESENTATION**

### **Section 1**

- a. A District Convention shall be held biennially, in the even-numbered years, in the month of May, if possible, at a time and place determined by the Convention Committee and the District Executive Committee.
- b. The convention shall be hosted by zones on a rotational basis.
- c. The societies and individual membership shall be notified of the time and place of the convention at least five (5) months prior to the convention date.

### **Section 2**

- a. The voting body of the District Convention shall be
  - (1.) two (2) elected delegates from each member society having twenty-five (25) or fewer members, and one (1) additional delegate for each additional twenty-five (25) members, or major fraction thereof, which must be ratified by the society president;
  - (2.) members of the Executive Committee, Chairmen of the Standing Committees, and Appointed Personnel of the District;
  - (3.) zone delegates duly chosen;
  - (4.) past Atlantic District Presidents.
- b. Credentials of the delegates shall be in the hands of the District President and Registration Chairman one (1) month before the District Convention.
- c. Each elected delegate shall have an elected alternate.
- d. Members of the voting body must be present in order to vote.
- e. A quorum is the majority of the registered voting body present.

### **Section 3**

Representation at the LWML Convention shall be

- a. the District President;
- b. one (1) elected delegate from each zone having ten (10) or fewer units and one (1) additional elected delegate for each additional ten (10) units, or major fraction thereof.
- c. Each delegate shall have an elected alternate.
- d. The names of the delegates and alternates shall be sent to the District President for certification immediately following their election.
- e. The names of the certified delegates shall be in the hands of the LWML Recording Secretary by March 1 in the odd-numbered years.
- f. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District LWML President and presentation to the LWML Recording Secretary.

#### **Section 4**

Expenses for LWML Conventions:

- a. District President's expenses at LWML Conventions not borne by LWML shall be paid by the District.
- b. If the District Pastoral Counselor attends the LWML Convention, the expense is paid by the District.
- c. Expenses at LWML Conventions for the Young Women Representatives shall be paid by the District.
- d. Zone delegate expenses to LWML or District Conventions shall be paid by the zone.

### **ARTICLE VI - OFFICERS AND ELECTIONS**

#### **Section 1**

The elected officers shall be President, Vice President for Leader Development, Vice President for Mission Outreach, Vice President for Human Care, Vice President for Spiritual Life, Recording Secretary, Correspondence Secretary, Financial Secretary, and Treasurer. These elected officers shall be members of the Executive Committee and Board of Directors and shall also have a vote at all meetings of the District Convention.

#### **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 re-election to the same office.
- b. The election of officers shall be as follows:
  - (1.) President, Vice President for Leader Development, Vice President for Spiritual Life, and Correspondence Secretary shall be elected at one (1) biennial convention.
  - (2.) Vice President for Human Care, Vice President for Mission Outreach, Recording Secretary, Financial Secretary, and Treasurer shall be elected at the next biennial convention.
- c. Officers shall assume their duties at the close of the biennial convention.
- d. A majority of votes cast shall constitute election to office. When only one (1) candidate is nominated for an elected office, the secretary may be directed to cast one (1) vote in lieu of an election ballot.
- e. The President, Vice Presidents, Correspondence Secretary, and Recording Secretary shall, within thirty (30) days following the convention, transfer to their successors all materials pertaining to their offices. The Treasurer and Financial Secretary shall, within sixty (60) days following the convention, transfer to their successors all materials and funds pertaining to their office.

#### **Section 3**

- a. In the event of incapacity of the President or other situation creating a vacancy in the office of President, the Vice President for Leader Development shall fill the temporary vacancy until the President is able to resume her duties or until the Board of Directors meets to elect a new President. (see Article VII, Section 2,a)
- b. The Board of Directors shall fill any permanent vacancy occurring in the office of President. (see Article XI, Section 4,e)
  - (1) The election shall be by ballot vote.
  - (2) The candidates eligible to fill the vacancy shall be the vice presidents who are serving in the third or fourth year of their terms of office.
- c. If there is no regularly scheduled meeting of the Board within thirty (30) days of a permanent vacancy in the office of President, a special meeting shall be called by the Vice President for Leader Development within thirty (30) days of such vacancy for the express purpose of electing a new President.
- d. In the event a vacancy occurs in any other elective position, the Executive Committee shall fill such vacancy. (see Article X, Section 2,f)

#### **Section 4**

Any Board member may be removed from office prior to the expiration of her term of office by the Board of Directors by a vote of three-fourths (3/4) of all members of the Board. If such action is contemplated, the members of the Board (including the individual Board member involved) shall be notified at least two

(2) days prior to the Board meeting that such action is contemplated to occur at the Board meeting. The individual Board member involved shall be afforded the opportunity to be heard at such meeting. This shall be a closed meeting (also known as an executive session).

## **ARTICLE VII - DUTIES OF OFFICERS**

### **Section 1**

The **President** shall:

- a. preside at all District Conventions and at all meetings of the Executive Committee and of the Board of Directors;
- b. appoint chairmen of committees and other personnel, with the approval of the Executive Committee;
- c. be an ex officio member of all committees, except the Nominating Committee;
- d. sign all checks, together with the Treasurer, for payment of money from the treasury and be bonded;
- e. be responsible for the executing of all valid resolutions passed by the Board of Directors;
- f. provide a résumé of Executive Committee summaries to the Board of Directors;
- g. review all District Recording Secretary's minutes before mailing or distribution;
- h. present a report to the District Convention, including a report of the activities of the Executive Committee;
- i. receive credentials from delegates prior to the District Convention;
- j. supervise the preparation of the convention manual;
- k. represent the Atlantic District on the LWML Board of Directors, or send an official substitute who shall have voice but no vote;
- l. receive credentials from Atlantic District delegates to LWML Conventions prior to convention date;
- m. send a letter to new societies who have applied for membership;
- n. present a report, upon request, to the Atlantic District—LCMS Convention;
- o. report all changes of District officers to the LWML President, the LWML Recording Secretary, and the LWML Business Office;
- p. make every effort to attend, or in exceptional circumstances send a representative to, at least one (1) event in each zone during the biennium;
- q. write a message for each issue of *The Candlestick*.

### **Section 2**

The **Vice President for Leader Development** may perform the duties of the President, in the absence or at the request of the President, and shall:

- a. in the event of an emergency or unexpected vacancy in the office of President, fill the temporary vacancy until an election is held by the Board of Directors (see Article VI, Section 3a);
- b. be bonded and be authorized to sign checks in an emergency for the President and/or Treasurer; (Her signature should be on record at the financial institution in the event that one (1) of the two (2) signatories is not available.)
- c. attend District Conventions and meetings of the Executive Committee and the Board of Directors;
- d. serve as coordinator of the Leader Development Department and be an ex officio member of the Leader Development and Structure Committees;
- e. supervise District leadership training conferences and seminars;
- f. report to the Executive Committee and the Board of Directors;
- g. prepare a written report for the District LWML Convention;
- h. be excused from serving as chairman of any committee.

### **Section 3**

The **Vice President for Mission Outreach** may perform the duties of the President, in the absence or at the request of the President, and shall:

- a. attend District Conventions and meetings of the Executive Committee and the Board of Directors;
- b. serve as coordinator of the Mission Outreach Department and for the tellers of the mission grant proposals vote and be an ex officio member of the Mission Grants Committee;
- c. prepare approved mission grant proposals list for mailing to societies and for the convention manual;

- d. submit the proposed mission resolutions and grants to all societies sixty (60) days before convention;
- e. report to the Executive Committee and Board of Directors;
- f. prepare a written report for the District LWML Convention;
- g. keep a file on mission grant proposals, past and present, as well as future possibilities;
- h. be excused from serving as chairman on any committee.

#### **Section 4**

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

- a. attend District Conventions and meetings of the Executive Committee and Board of Directors;
- b. serve as coordinator of the Human Care Department and will be an ex officio member of the Human Care Committee;
- c. plan District ingathering and submit District mission service projects' report to LWML Human Care Department;
- d. report to the Executive Committee and the Board of Directors;
- e. prepare a written report for the District LWML Convention;
- f. be excused from serving as chairman of any committee.

#### **Section 5**

The **Vice President for Spiritual Life** may perform the duties of the President, in the absence or at the request of the President, and shall:

- a. attend District Conventions and meetings of the Executive Committee and Board of Directors;
- b. serve as coordinator of the Spiritual Life Department and be an ex officio member of the Spiritual Life and *Quarterly* Committees;
- c. supervise the District retreat;
- d. report to the Executive Committee and the Board of Directors;
- e. prepare a written report for the District LWML Convention;
- f. be excused from serving as chairman of any committee.

#### **Section 6**

The **Recording Secretary** shall:

- a. attend and take minutes of District Conventions, Executive Committee and Board of Directors' meetings, and provide copies of the minutes to the members;
- b. prepare minutes for meetings that take place via e-mail, record all actions voted on and note acceptance of minutes at the next business meeting;
- c. provide each member society and individual member with a copy of the convention proceedings;
- d. provide the LWML President and LWML Archivist-Historian office with minutes and proceedings of District Conventions;
- e. keep a file of policy motions and attach to the bylaws;
- f. prepare material for the convention manual, as directed by the President;
- g. prepare a written report for the District LWML Convention.

#### **Section 7**

The **Correspondence Secretary** shall:

- a. attend District Conventions, and meetings of the Executive Committee and Board of Directors;
- b. conduct such correspondence as may be requested by the President and the Board of Directors;
- c. issue to new societies the Certificate of Membership, a copy of the District Bylaws, and such current materials as are pertinent;
- d. keep an up-to-date record of all societies, including the name of the society, the name of the congregation, the pastor's name and address, as well as the number of members in the society;
- e. maintain, as much as possible, an up-to-date District Directory;
- f. mail societies all convention materials two (2) months prior to convention date;
- g. give a report at the Board of Directors' meetings;

h. prepare a written report for the District LWML Convention.

### **Section 8**

The **Financial Secretary** shall:

- a. attend District Conventions and meetings of the Executive Committee and Board of Directors;
- b. prepare a written report for the Executive Committee and Board of Directors' meetings and for the District Convention;
- c. be bonded at the expense of the District;
- d. receive all moneys and deposit them in a financial institution as approved by the Executive Committee;
- e. keep an accurate record and file of all receipts and deposits;
- f. keep a record of *Quarterly* subscriptions and send notification for payment to each society;
- g. close the books for financial review according to Article XVI – Fiscal Year.

### **Section 9**

The **Treasurer** shall:

- a. attend District Conventions and meetings of the Executive Committee and Board of Directors;
- b. prepare a written report for the Executive Committee and Board of Directors' meetings and for the District Convention;
- c. be bonded at the expense of the District;
- d. keep an accurate record and file of all receipts and disbursements;
- e. make payments authorized only by the Executive Committee;
- f. make all payments of approved financial mission grants authorized by the Executive Committee;
- g. send to LWML twenty-five (25) percent, or more, of Mite Box intake and retain seventy-five (75) percent, or less, in the District treasury for payment of District mission grants and use in the Administrative Fund;
- h. prepare a budget for the next biennium and present it at the convention;
- i. close the books for financial review according to Article XVI - Fiscal Year.

## **ARTICLE VIII – PASTORAL COUNSELORS**

1. There shall be two (2) Pastoral Counselors, each serving a four (4) year term. There shall be one (1) Pastoral Counselor elected at each biennial convention. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.
2. Pastoral Counselors shall be pastors serving in the Atlantic District—LCMS.
3. Pastoral Counselors shall serve the District in an advisory capacity.
4. Pastoral Counselors shall attend LWML Conventions in the first term of office.
5. Pastoral Counselors shall attend District Conventions, Executive Committee meetings, and Board of Directors' meetings as non-voting members.

## **ARTICLE IX - NOMINATIONS**

### **Section 1**

- a. A Nominating Committee of three (3) members shall be elected by ballot at each convention from a slate of five (5) candidates from five (5) different zones. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
- b. The candidate receiving the highest number of votes shall be chairman.
- c. The chairman shall attend the Board of Directors' meetings at the request of the President.
- d. The candidate receiving the next highest number of votes shall fill a vacancy on the committee.

### **Section 2**

The Nominating Committee shall:

- a. submit the names of two (2) candidates, if possible, for each elective office to be filled, to the Board of Directors at its January meeting prior to the District Convention;
- b. select candidates who are members of the LWML and have served on either the District, zone, or society level (with the exception of Pastoral Counselors);
- c. select candidates for President who have served as a zone president or a member of the Atlantic District

LWML Executive Committee;

- d. obtain written consent of all nominees to serve, if elected;
- e. submit report and candidate resumes to be published in *The Candlestick* prior to convention;
- f. submit for publication in the convention manual a résumé of each nominee;
- g. prepare ballots with the names listed in alphabetical order for each office. The chairman of the Nominating Committee shall present the slate of candidates to the convention and report the results to the voting body before the close of the convention.

### **Section 3**

- a. Suggestions for nominations for elective office may be made by an individual, society, or zone, and shall be made by submitting completed nomination and consent forms to the chairman of the Nominating Committee by October 31 of the odd-numbered years.
- b. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and the nominee meets the stipulated qualifications for office. A résumé will be given to the delegates prior to the elections.

### **Section 4**

The Nominating Committee shall present to the President names of qualified persons for appointment.

## **ARTICLE X - EXECUTIVE COMMITTEE**

### **Section 1**

- a. The Executive Committee shall consist of the elected District officers and the District Pastoral Counselors as advisory members.
- b. Regular meetings of the Executive Committee shall be prior to the Board of Directors' meetings, at the discretion of the President, or when requested by a majority of the Executive Committee.
- c. Special meetings can be called by the President or a majority of the Executive Committee.
- d. Five (5) voting members shall constitute a quorum.

### **Section 2**

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

- a. transact business of the District between conventions;
- b. approve the time and place of the convention;
- c. plan and supervise the program of the biennial convention;
- d. authorize the bonding of the Treasurer, Financial Secretary, President, and Vice President for Leader Development;
- e. instruct the Treasurer and Financial Secretary to have the books submitted for financial review;
- f. fill vacancies by appointment when occurring in the elected and appointed offices, with the exception of the office of President (see Article VI, Section 3b);
- g. consider recommendations, resolutions, and appeals presented to the convention;
- h. promote the work and program of the LWML;
- i. approve the chairmen of the Standing Committees;
- j. consider suggestions for mission grant proposals and determine which grant proposals, from a multiple list, should be sent to the LWML and LCMS Boards of Directors of the Atlantic District for their ratification and for submission to the District LWML Convention for consideration.

## **ARTICLE XI - BOARD OF DIRECTORS**

### **Section 1**

- a. The voting members of the Board of Directors shall consist of the elected District officers, the zone presidents, the Chairmen of the Standing Committees, and Appointed Personnel. The District Pastoral Counselors shall serve as advisory members.
- b. When a zone president is absent from a Board of Directors' meeting or a 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.

## Section 2

- a. Regular meetings shall be held semi-annually.
- b. Additional or special meetings of the Board of Directors may be called by the President, the Executive Committee, or upon the written request of five (5) members of the Board of Directors.

## Section 3

A majority shall constitute a quorum.

## Section 4

The duties of the **Board of Directors** shall be to:

- a. assist the Executive Committee in administering the work and programs of the LWML;
- b. receive all recommended grant proposals from Vice President for Mission Outreach at the January Board of Directors' meeting in convention years;
- c. approve the grant proposals and present to the Atlantic District of the LCMS according to Article XIV, Section 1c;
- d. act in the event of any changes in the approved mission grant proposals, which may occur after the recipients have been selected in convention;
- e. elect a President in the event a permanent vacancy occurs in that office. (see Article VI, Section 3a)

## ARTICLE XII – COMMITTEES

### Section 1

- a. The Standing Committees shall be Human Care, Leader Development, Mission Grants, Mission Outreach, Public Relations, Spiritual Life, Spiritual Life Resources, Structure, and Young Women's Advocate.
- b. The Vice Presidents will serve as coordinators and be ex officio members of their respective committees.
- c. The President, with the approval of the Executive Committee, shall appoint Standing Committee Chairmen.
- d. The term of service of the Standing Committee Chairman shall be two (2) years, or until their successors are appointed, and shall be eligible for one (1) reappointment. Exceptions may be made at the discretion of the Executive Committee if special expertise is required.
- e. Standing Committee Chairman shall report to each regular meeting of the Board of Directors.
- f. Standing Committee Chairman shall prepare a written report for the District LWML Convention.
- g. Each Standing Committee shall meet when called by the committee chairman and shall attend regular or special meetings of the District Board at the request of the President or a majority vote of the Executive Committee.
- h. Expenses for carrying out the work of each committee shall be in keeping with the budget adopted and approved by the Board of Directors.
- i. The duties of each committee shall be those indicated in the *Atlantic District LWML Handbook*.

### Section 2

- a. Appointed personnel shall be Archivist-Historian, *The Candlestick* Editor, Convention Manager, Meeting Manager, Parliamentarian, Planner, and Web Page Master.
- b. Appointed personnel shall be appointed by the President, with the approval of the Executive Committee.
- c. Appointed personnel shall report to each regular meeting of the Board of Directors.
- d. Appointed personnel shall prepare a written report for the District LWML Convention.
- e. The term of service shall not be limited.
- f. The duties of the appointed personnel shall be those indicated in the *Atlantic District LWML Handbook*.

### Section 3

There may be other committees that the Board of Directors or the Executive Committee deem necessary to carry on the work of the League. The assembly authorizing the committee shall determine its responsibility. Special committees shall be terminated when their task is complete.

## ARTICLE XIII - PUBLICATIONS

### Section 1

The *Lutheran Woman's Quarterly* and *The Candlestick*

- a. The official publication of the LWML is called the *Lutheran Woman's Quarterly* and is published four (4) times a year. The purpose is to promote the object of the LWML and to provide topics for study and discussion.
- b. The Atlantic District newsletter is called *The Candlestick* and shall be published, either electronically or as a hard copy, at least two (2) times a year. Its purpose is to further Christian growth and leadership, to inform the members of the progress of the work of the District, and to keep the membership informed of activities in the zones and societies.

### Section 2

The societies shall order from the Financial Secretary the desired number of copies of the *Lutheran Woman's Quarterly* magazine for distribution to their members. *The Candlestick* distribution shall be via e-mail or sent as hard copies to those societies that do not have access to e-mail. Current and past issues will be available on the Web site.

### Section 3

- a. The District shall remit payment for the *Lutheran Woman's Quarterly* to the LWML Business Office.
- b. The societies are responsible to remit payment for their supply of the *Lutheran Woman's Quarterly* issues to the District Financial Secretary to defray this cost. If societies are negligent in this responsibility, they are removed from the subscription list until payment is received.

## ARTICLE XIV - MISSION GRANT PROPOSALS AND MEMORIALS

### Section 1

- a. Mission grant proposals may be submitted by individual LWML members, LWML societies, LWML zones, LCMS boards, LCMS approved organizations, or LCMS District Task Forces.
- b. All proposals shall be submitted to the District Vice President for Mission Outreach by October 31 of the year preceding the District Convention.
- c. The Vice President for Mission Outreach shall submit, after presenting to the Atlantic District LCMS President for review, all recommended grant proposals to the Executive Committee and the Board of Directors at its January meeting of the convention year.
- d. The grants selected by the Board of Directors shall be truly mission minded and merit the consideration of the LWML.
  - (1.) Mission grant proposals within the District should be given priority.
  - (2.) Mission grant proposals outside the United States, Canada, or the District can be considered a District project.
- c. The District, in convention, shall select mission grant proposals from the list submitted.

### Section 2

- a. Mission grant proposals accepted by the voting body at the convention must be disbursed no later than the following biennium.
- b. In the event that changes in the plans of mission grant proposals occur, the Board of Directors shall be authorized to act, either in session, by mail, or by electronic messaging.
- c. The Board of Directors has authority to recall funds if the moneys:
  - (1.) are not used within the stipulated biennium;
  - (2.) are not used for the purpose and intent they were voted upon.

- d. Any moneys not used for reasons stated in the preceding paragraph c above, will be reallocated to the District Mission Mite Box fund.
- e. Excess funds at the end of a biennium shall be applied to the next biennium's goal.

### **Section 3**

The following stipulations shall be observed in the administration of District funds:

- a. No grants shall be made that necessitate a permanent subsidy from the funds.
- b. No grants shall be made to cover deficits or shortages in Synod's treasuries.
- c. No grants shall be made with borrowed funds.
- d. After grants have been completed (paid in full), the financial obligation of the District LWML ceases.
- e. Progress of the work made possible by grants shall be published in *The Candlestick*.

### **Section 4**

Miscellaneous memorials, recommendations, resolutions, and appeals (other than for grants) may be submitted for consideration (at a District Convention) by individual members, societies, or zones. These must be sent in triplicate form to the District President at least three (3) months prior to the convention. Emergency memorials not received in the prescribed time may, by a two-thirds (2/3) vote of the Executive Committee, be presented to the convention for consideration.

## **ARTICLE XV – FINANCES**

### **Section 1**

All regular mission offerings in the local societies shall be collected through Mite Boxes or other voluntary means. The member societies shall forward these moneys monthly, if possible, but at least four (4) times annually to the District Financial Secretary. Twenty-five (25) percent, or more, of mission offerings received shall be remitted monthly, if possible, by the District to the LWML for the approved LWML grants and administration of the LWML. Seventy-five (75) percent, or less, shall be retained in the District treasury for the approved District grants and Administration fund.

### **Section 2**

The expenses of meetings of the Executive Committee, the Board of Directors, and other routine administration expenses incurred in the management of the District, shall be paid from the treasury unless they are given as a donation to the Atlantic District LWML.

### **Section 3**

There shall be a registration fee charged to delegates and guests at District Conventions. The Executive Committee will determine the fee according to the cost of a convention at that time.

### **Section 4**

The registration fee, lodging, meals, and travel expenses for delegates shall be the responsibility of the society, zone, or District, whichever the delegate is representing.

### **Section 5**

The voluntary offerings received at conventions shall be designated for special programs.

### **Section 6**

Zones shall not undertake financial grants on their own account.

## **ARTICLE XVI- FISCAL YEAR**

The District's fiscal year shall be from April 1 to March 31.

## **ARTICLE XVII- EMERGENCY ACTION**

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

the convention shall or shall not be held. A two-thirds (2/3) vote of the Executive Committee shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting the routine convention business.

#### **ARTICLE XVIII - 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 are not inconsistent with the District bylaws, applicable law, or Christian principle.

#### **ARTICLE XIX - AMENDMENTS**

These bylaws may be amended by two-thirds (2/3) vote of the delegates at any regular convention of this District, provided that notice of the proposed amendment has been sent to all member societies of the District at least two (2) months prior to the convention. By unanimous vote, a proposed amendment may be presented to the convention without prior notice to societies. A three-fourths (3/4) vote shall be required for adoption.

Complete Revision 9/99

Sent to LWML 9/99

Amendments approved by District 4/28/00

Sent to LWML 11/01

Amendments approved by District 4/5/02

Sent to LWML 2/8/03

Amendments approved by District 4/30/04

Sent to LWML 12/2/05

Amendments approved by District 5/6/06

Sent to LWML 11/2/07

Amendments approved by District 4/26/08

Sent to LWML 1/06/10

Amendments approved by District 4/24/10

**THE LUTHERAN WOMEN’S MISSIONARY LEAGUE—ATLANTIC DISTRICT**

**BYLAWS**

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ATLANTIC DISTRICT  
LUTHERAN WOMEN'S MISSIONARY LEAGUE/  
LUTHERAN WOMEN IN MISSION

**STANDING POLICIES**

1. The Minutes Review Committee and the President review minutes of the convention one (1) month after the convention. They are then sent to the Board of Directors. (9/10/05)
2. The immediate past president shall be an honorary member of the Board of Directors and serve in an advisory capacity for one (1) year, unless she is appointed to another position. (9/10/05)
3. The Finance Committee shall consist of the Treasurer (chairman), Financial Secretary, Vice President for Mission Outreach, Vice President for Spiritual Life, President and one (1) Pastoral Counselor as advisor. They shall prepare and recommend the organizational and convention budgets (with the assistance of the convention committee chairman). They are responsible for discussing special and extraordinary situations between Board meetings and presenting findings to the Board. (9/10/05)
4. When a member of the Board of Directors has two (2) voting positions, such as zone president and standing committee chairman, the elected office has precedence over the committee appointment. (9/10/05)
5. Rotation of zones hosting biennial conventions shall be as follows: Albany; Queens; Triune; Suffolk and Nassau; Bronx-Westchester and Mid Hudson. (9/10/05)
6. An appointed vice president, excluding the Vice President for Leader Development who would assume the position of President in case of an emergency or unexpected vacancy, shall approve the vouchers of the President. (9/10/05)
7. Any society that desires to sever its connections with the District LWML shall submit to the District Correspondence Secretary a written resignation giving reason(s) for such action. The Executive Committee shall act upon the resignation. (9/10/05)
8. More than one (1) freewill offering may be taken at a District Convention. The first offering shall be for the next biennium's mission goal. The Executive Committee at the July meeting preceding the convention shall select recipients of subsequent offerings. These names shall be presented to the Board of Directors at the September meeting. Requests should be submitted for consideration to the Executive Committee by July 1 in the year prior to convention. (9/10/05)
9. Young women chosen to represent their zone at a District convention should have their registration, lodging, meals and travel paid by the zone, if possible. A Young Women's Fund has been established and financial assistance can be applied for using the guidelines set forth. (9/10/05)
10. The cost of materials for the LWML banner made for convention should not exceed \$200. (9/10/05)
11. Minutes of Board meetings should be forwarded to the District President two (2) weeks after the meeting. Minutes of Board meetings should be distributed no later than three (3) weeks after the meeting. (5/00)
12. Interest earned on money in savings account is to be disbursed to the administrative fund. (3/02)
13. Board decides what to do with funds in excess of one thousand (1,000) dollars remaining in the convention account, if any, after all bills have been paid. One thousand (1,000) dollars should be set aside as seed money for the next convention. (1/02)
14. Funds for scholarships come from the interest earned in Thrivent and investment accounts. (1/00) Checks are to be sent twice a year to the financial office at Concordia College, Bronxville. (9/25/04) The amount of money given to a scholarship recipient shall be at least the amount but not limited to the interest received from the LCEF Scholarship Fund beginning in July annually. (9/10/05)

15. Money intended for missions must be apportioned according to District policy. (See Article XV, Section 1) Money should not be given to a particular mission grant unless it is the total amount needed to fund LWML and District portions is available. (9/99)
16. Checking account for District convention remains active until all invoices have been paid and all checks have been presented for payment. (9/10/05)
17. Expenses of travel, registration, housing (those not borne by the LWML) and convention meals for District President, District Junior Pastoral Counselor and Young Women Representative(s) to the LWML Convention shall be paid from the District treasury. (9/10/05)
18. The District President should sign all vouchers before being sent to the Treasurer. (9/10/05)
19. Registration and hotel fees for District Convention are paid for the District President and the District Pastoral counselors. The remainder of the Executive Committee at the time of the convention will pay their entire fee up front and are reimbursed one-half the rate of a double room after the convention, if possible. All members of the Board pay the registration fee. Pastors and children, 12 and under, do not pay registration fee. (9/10/05)
20. Structure chart adopted for AD LWML. (9/10/05)
21. All Board/Committee members are responsible for their expenses to Convention/ Retreats. All expenses regarding supplies to run a program will be reimbursed. (3/11/06)
22. AD LWML will open a no fee credit card account for the main purpose of paying for the services received from our Web site provider. Any additional charges that would be processed on this credit card would require Board approval. The credit card would remain in the possession of the President of the Atlantic District LWML. (2/7/09)
23. Mileage reimbursement will follow current IRS Guidelines. All mileage reimbursement requests must be substantiated with route documentation from an online mapping program (Mapquest, etc.). Contributions for all or for a portion of the travel amount will be accepted. (2/7/09)

Final 4/24/10