

LUTHERAN WOMEN'S MISSIONARY LEAGUE

ATLANTIC DISTRICT

BYLAWS

Approved April 30, 2022

LUTHERAN WOMEN'S MISSIONARY LEAGUE ATLANTIC DISTRICT

BYLAWS

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LUTHERAN WOMEN'S MISSIONARY LEAGUE ATLANTIC DISTRICT BYLAWS

ARTICLE I—NAME

The name of this organization shall be Lutheran Women's Missionary League Atlantic District (hereinafter referred to as LWML Atlantic District), a subordinate organization of the Lutheran Women's Missionary League (hereinafter referred to as LWML). The Lutheran Women's Missionary League 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 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 or LCMS district budgets.

ARTICLE III—STRUCTURE

Section 1: Composition

The LWML Atlantic District of the Lutheran Women's Missionary League is composed of individual women and LWML local groups within LCMS congregations, on campuses, in resident homes, or in other settings. These individual women and LWML local groups in a geographic area unite to form a zone; likewise the zones unite to form the District.

Section 2: Guidance Framework

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

Section 3: Amending and Revising Bylaws

- a. District bylaws and all proposed amendments shall be submitted in the required number of copies to the LWML Structure Committee Chairman for approval by the LWML Structure Committee before being presented to the District LWML membership for adoption.
- b. Any amendments or revisions of the District bylaws shall be sent in the required number of copies immediately after adoption, to the LWML Structure Committee 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 to the Executive Committee of the District for approval.

ARTICLE IV—MEMBERS

Section 1: Eligibility

- a. A woman who is a communicant member of an LCMS congregation and participates by promoting the object of the LWML is eligible for membership as an individual or in an LWML local group.
- b. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as LWML local groups.

Section 2: Group Membership

- a. Request for LWML local group 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 LWML local group shall become a member after approval by the Executive Committee and upon receipt of a letter of acknowledgment from the District President.

Section 3: Individual Membership

- a. Individual membership is available to a woman in an LCMS congregation with or without an LWML local group affiliated with the LWML Atlantic District.
- b. Individual membership is not considered an LWML local group or a unit, nor does it confer voting privileges at District or LWML conventions.

- c. Application for individual membership shall be made to the zone president, who then executes an application form and forwards it to the District President.
- d. 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.
- 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 LWML levels, and shall have voting privileges afforded the position to which she may be elected or appointed. She may also be elected as a zone delegate to the LWML convention.

ARTICLE V—CONVENTIONS AND REPRESENTATION

Section 1: District Conventions

- a. A District Convention shall be held biennially, in the even-numbered years, at a time and place (or electronic platform) determined by the Convention Committee and Executive Committee.
- b. The convention shall be hosted by zones on a rotational basis.
- c. The LWML local groups and individual membership shall be notified of the time and place of the convention at least five months prior to the convention date.

Section 2: Voting Body

- a. The voting body of the District Convention shall be
 - (1.) two certified delegates from each member LWML local group having 25 or fewer members, and one additional delegate for each additional 25 members, or major fraction thereof, which must be ratified by the president of the LWML local group;
 - (2.) voting 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. Each certified delegate shall have a certified alternate.
- c. The names of certified delegates and alternates shall be received by the Recording Secretary and Registration Chairman at least two months prior to the District Convention.
- d. Members of the voting body must be certified in order to vote.
- e. A member of the voting assembly shall vote in one capacity only. Proxy votes are prohibited.
- f. A quorum is the majority of the registered voting body present.

Section 3: LWML Convention Representation

Representation at the LWML Convention shall be

- a. the District President; and
- b. one elected delegate from each zone having 10 or fewer units and one additional elected delegate for each additional 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 LWML Atlantic District President and presentation to the LWML Recording Secretary.

Section 4: LWML Convention Expenses

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 Woman Representative(s) shall be paid by the District.
- d. Zone delegate expenses to LWML or District Conventions shall be paid by the zone.
- e. The registration fee, lodging, meals, and travel expenses for delegates shall be the responsibility of the LWML local group, zone, or District, whichever the delegate is representing.

ARTICLE VI—OFFICERS AND ELECTIONS

Section 1: Officers

- a. The elected officers shall be as follows:
 - President
 - Vice President for Human Care
 - Vice President for Leader Development
 - Vice President for Mission Outreach
 - Vice President for Spiritual Life
 - Recording Secretary
 - Correspondence Secretary
 - Financial Secretary
 - Treasurer
- b. These elected officers shall be members of the Executive Committee and Board of Directors.
- c. Elected officers shall have a vote at all meetings at the LWML Atlantic District Convention.

Section 2: Elections

- a. Elections may take place by paper ballot, electronic ballot, or other means that maintains confidentiality. This would be at the discretion of the Executive Committee.
- b. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four years, or until their successors are elected, and shall not be eligible for re-election to the same office.
- c. 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 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.
- d. Officers shall assume their duties at the close of the biennial convention.
- e. A majority of votes cast shall constitute election to office. When only one candidate is nominated for an elected office, the Recording Secretary may be directed to cast one vote in lieu of an election ballot.
- f. The outgoing President, Vice Presidents, Correspondence Secretary, and Recording Secretary shall, within 30 days following the convention, transfer to their successors all materials pertaining to their offices.
- g. The outgoing Treasurer and Financial Secretary shall, within 60 days following the convention, transfer to their successors all materials and funds pertaining to their office.
- h. An Officer may resign from office if they are unable to perform the duties of the office or if they choose to no longer serve in the office.

Section 3: Vacancies

- 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 meet to elect a new President (see Article VII, Section 2a).
- b. If the President is unable to resume her duties, the Board of Directors shall fill any permanent vacancy occurring in the office of President (see Article XI, Section 3e).
 - (1) The election shall be by paper ballot, electronic ballot, or other means that maintains confidentiality.
 - (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 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 30 days of such vacancy for the express purpose of electing a new President.
- d. In the event a vacancy occurs in any other elected position, the Executive Committee shall fill such vacancy (see Article X, Section 3f).

Section 4: Removal of an Officer

- a. Any officer may be removed from office by the Board of Directors prior to the expiration of her term of office by a vote of three-fourths (3/4) of all members of the Board present taken by paper ballot.
- b. The members of the Board (including the individual officer involved) shall be notified at least 10 days prior to the Board meeting in the event any such action is contemplated.
- c. The individual officer 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: President

The **President** shall:

- a. preside at all LWML Atlantic 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. be bonded at the expense of the District;
- e. sign all checks, together with the Treasurer, for payment of money from the treasury;
- f. be responsible for the executing of all valid resolutions passed by the delegates in convention;
- g. provide a résumé of Executive Committee summaries to the Board of Directors;
- h. review all LWML Atlantic District Recording Secretary's minutes before mailing or distribution;
- i. present a report to the LWML Atlantic District Convention,
- j. prepare a written report for the LWML Atlantic District Convention manual;
- k. supervise the preparation of the convention manual;
- l. represent the Atlantic District on the LWML Presidents Assembly or send an official substitute who shall have voice and vote;
- m. receive credentials from LWML Atlantic District delegates to LWML Conventions prior to convention date;
- n. send a letter to new LWML local groups or individuals who have been approved for membership;
- o. present a report, upon request, to the Atlantic District—LCMS Convention;
- p. report all changes of LWML Atlantic District officers to the LWML President, the LWML Recording Secretary, and the LWML Business Office;
- q. make every effort to attend, or in exceptional circumstances send a representative to, at least one event in each zone during the biennium.
- r. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 2: Vice President for Leader Development

The **Vice President for Leader Development** may perform the duties of the President, in the absence of, 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 at the expense of the District 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 of the two signatories is not available.)
- c. attend LWML Atlantic 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. organize and supervise LWML Atlantic District leadership training conferences and seminars;
- f. report to the Executive Committee and the Board of Directors;
- g. prepare a written report for the LWML Atlantic District Convention manual;
- h. be excused from serving as chairman of any committee.
- i. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 3: Vice President for Mission Outreach

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

- a. attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors;
- b. coordinate the Mission Outreach Department;
- c. coordinate the tellers of the mission grant proposals vote;
- d. serve as an ex officio member of the Mission Grants Committee;
- e. prepare approved mission grant proposals list;
 - (1) distribute by regular mail, electronic communications, or other current means of distributing information to LWML local groups;
 - (2) submit to Recording Secretary or a person appointed by the president for the convention manual;
- f. submit the proposed mission resolutions to all zone presidents 60 days before convention, either by regular mail, electronic communications, or other current means of distributing information;
- g. report to the Executive Committee and Board of Directors;
- h. prepare a written report for the LWML Atlantic District Convention manual;
- i. keep a file on mission grant proposals, past and present, as well as future possibilities; and
- j. be excused from serving as chairman on any committee.
- k. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 4: Vice President for Human Care

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

- a. attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors;
- b. coordinate the Human Care Department
- c. be an ex officio member of the Human Care Committee;
- d. plan LWML Atlantic District ingathering;
- e. report to the Executive Committee and the Board of Directors;
- f. prepare a written report for the LWML Atlantic District Convention manual;
- g. be excused from serving as chairman of any committee.
- h. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 5: Vice President for Spiritual Life

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

- a. attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors;
- b. coordinate the Spiritual Life Department
- c. be an ex officio member of the Spiritual Life and *Quarterly* Committees;
- d. organize and supervise the District retreat;
- e. report to the Executive Committee and the Board of Directors;
- f. prepare a written report for the LWML Atlantic District Convention manual;
- g. be excused from serving as chairman of any committee.
- h. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 6: Recording Secretary

The **Recording Secretary** shall:

- a. attend and take minutes of LWML Atlantic District Conventions, Executive Committee, and the Board of Directors meetings;
- b. provide each member of the Executive Committee with a copy of the minutes within two weeks of its meeting;
- c. provide each member of the Board of Directors with a copy of the minutes within two weeks of meeting;

- d. prepare minutes for meetings that take place via electronic platform, record all actions voted on, and note acceptance of minutes at the next business meeting;
- e. report to the Executive Committee and Board of Directors;
- f. receive credentials from delegates prior to the LWML Atlantic District Convention;
- g. compile the convention manual;
- h. provide each zone president with a copy of the convention minutes to be distributed via regular mail or email to each LWML local group in her zone;
- i. prepare a written report for the LWML Atlantic District Convention manual.
- j. provide the LWML President and LWML Archivist-Historian with minutes and proceedings of district conventions;
- k. keep a file of policy motions and add to the Standing Policies that are attached to the bylaws;
- l. prepare material for the LWML Atlantic District Convention manual, as directed by the President;
- m. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 7: Correspondence Secretary

The **Correspondence Secretary** shall:

- a. attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors;
- b. conduct such correspondence as may be requested by the President and the Board of Directors;
- c. issue to new LWML local groups and individual members 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 LWML local groups and individual members, including the name of the LWML group, the name of the congregation, the pastor's name and address, email addresses for the pastor or Parish Office, congregation website addresses, and social media handles, as well as the number of members in the group;
- e. maintain, as much as possible, an up-to-date Atlantic District Directory;
- f. mail or email LWML local groups all convention materials two months prior to convention date and distribute materials to members of the LWML local groups;
- g. report to the Executive Committee and Board of Directors;
- h. give a report at the Board of Directors meetings;
- i. prepare a written report for the LWML Atlantic District Convention manual.
- j. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 8: Financial Secretary

The **Financial Secretary** shall:

- a. attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors;
- b. prepare a written report for the Executive Committee and the Board of Directors meetings and for the LWML Atlantic District Convention;
- c. be bonded at the expense of the District;
- d. receive all moneys and deposit them in a financial institution that has been 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 LWML local group or individual member;
- g. close the books for financial review according to Article XVI – Fiscal Year.
- h. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

Section 9: Treasurer

The **Treasurer** shall:

- a. attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors;
- b. prepare a written report for the Executive Committee and the 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, including mission grants, authorized by the LWML Atlantic District President;
- f. send to LWML 25 percent, or more, of mission offerings and retain 75 percent, or less, in the District treasury for payment of District mission grants and use in the Administrative Fund;
- g. prepare a budget for the next biennium and present it at the LWML Atlantic District Convention;
- h. close the books for financial review according to Article XVI - Fiscal Year.
- i. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

ARTICLE VIII—PASTORAL COUNSELORS

There shall be two Pastoral Counselors, each serving a four year term. There shall be one Pastoral Counselor elected at each biennial convention. A newly elected Pastoral Counselor (referred to as the Junior Pastoral Counselor) shall assume his duties at the close of the convention in which he is elected. The Pastoral Counselors shall:

- a. be pastors serving in the Atlantic District—LCMS;
- b. serve the LWML Atlantic District in an advisory capacity;
- c. attend LWML Conventions in the first term of office;
- d. shall attend LWML Atlantic District Conventions, Executive Committee meetings, and Board of Directors meetings as non-voting members;
- e. prepare a written report for the LWML Atlantic District Convention manual.
- f. Additional duties can be found in *LWML Atlantic District Personnel Manual*.

ARTICLE IX—NOMINATING COMMITTEE

Section 1: Selection

- a. Appointments shall be made at least 12 months prior to the District Convention.
- b. The Executive Committee shall appoint the chairman of the Nominating Committee with the approval of the LWML Atlantic District Board of Directors.
- c. The chairman shall make recommendations for two committee members from the Board of Directors other than where the chairman holds zone membership. These candidates must be approved by the Board of Directors.
- d. The chairman shall attend the Board of Directors meetings at the request of the President

Section 2: Responsibilities

The Nominating Committee shall:

- a. submit the names of two candidates, if possible, for each elected office to be filled, including Pastoral Counselor, 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 LWML local group level (with the exception of Pastoral Counselors);
- c. select candidates for President who have served as a zone president or a member of the Executive Committee;
- d. obtain written consent of all nominees to serve, if elected;
- e. submit report and candidate résumés to the Board of Directors that were received by the Nominating Committee Chairman either by regular mail and/or electronic communications, including posting on the LWML Atlantic District website;
- 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.
- h. The chairman of the Nominating Committee shall destroy all the ballots following the election.

Section 3: Nominations

- a. Suggestions for nominations for elected office may be made by an individual, LWML local group, 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 offices 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 voting body prior to the elections.

Section 4: APPOINTED PERSONNEL

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

ARTICLE X—EXECUTIVE COMMITTEE

Section 1: Composition

- a. The Executive Committee shall consist of the elected district officers and the LWML Atlantic District Pastoral Counselors as advisory members.

Section 2: Meetings

- a. 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.
- b. Special meetings can be called by the President or a majority of the Executive Committee.
- c. Five voting members shall constitute a quorum.

Section 3: Duties

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 biennial 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 3d);
- g. consider recommendations, resolutions, and appeals presented at the convention;
- h. promote the work and program of the LWML;
- i. approve appointment of the chairmen of the Standing Committees;
- j. consider suggestions for mission grant proposals presented by the Vice President for Mission Outreach and determine which grant proposals, from a multiple list, should be sent to the LCMS President of the Atlantic District for their ratification and for submission to the LWML Atlantic District Convention for consideration.

ARTICLE XI—BOARD OF DIRECTORS

Section 1: Composition

- a. The voting members of the Board of Directors shall consist of the Executive Committee, the zone presidents, the chairmen of 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: Meetings

- a. Regular meetings shall be held at least 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 members of the Board of Directors.
- c. In case of emergency or when business needs to be conducted between scheduled meetings, action may be taken by the best means possible and could include regular mail, telephone, or electronic communications.
- d. A majority shall constitute a quorum.

Section 3: Duties

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 year;
- c. approve the grant proposals and present to the LCMS President of the Atlantic District according to Article XV, 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 3b).

ARTICLE XII—STANDING COMMITTEES

Section 1: Composition

- a. The Standing Committees shall include but not be limited to Human Care, Leader Development, Mission Grants, Mission Outreach, Public Relations, Spiritual Life, Spiritual Life Resources, Structure, and Young Woman’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 years, or until their successors are appointed, and shall be eligible for one reappointment. Exceptions may be made at the discretion of the Executive Committee if special expertise is required.

Section 2: Responsibilities

- a. Standing Committee Chairman shall report to each regular meeting of the Board of Directors.
- b. Standing Committee Chairman shall prepare a written report for the LWML Atlantic District Convention manual.
- c. 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.
- d. Expenses for carrying out the work of each committee shall be in keeping with the budget adopted and approved by the Board of Directors.
- e. The duties of each committee shall be those indicated in the *LWML Atlantic District Personnel Manual*.

Section 3: Special Committees

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—APPOINTED PERSONNEL

Section 1: Composition

- a. Appointed personnel shall be Archivist-Historian, Convention Manager, Meeting Manager, Parliamentarian, Planner, and Website Manager.
- b. Appointed personnel shall be appointed by the President, with the approval of the Executive Committee.
- c. The term of service shall not be limited.

Section 2: Responsibilities

- a. Appointed personnel shall report to each regular meeting of the Board of Directors.
- b. Appointed personnel shall prepare a written report for the LWML Atlantic District Convention manual.
- c. The duties of the appointed personnel shall be those indicated in the *LWML Atlantic District Personnel Manual*.

ARTICLE XIV—OFFICIAL PUBLICATION

Section 1: *Lutheran Woman's Quarterly*

The official publication of the LWML is called the *Lutheran Woman's Quarterly* and is published four times a year. The purpose is to promote the object of the LWML and to provide topics for study and discussion.

Section 2: Ordering

LWML local groups and individual members shall order from the Financial Secretary the desired number of copies of the *Lutheran Woman's Quarterly* magazine for distribution to their members

Section 3: Payment

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

ARTICLE XV—MISSION GRANT PROPOSALS AND MEMORIALS

Section 1: Proposal Process

- a. Mission grant proposals may be submitted by individual LWML members, LWML local groups, LWML zones, LCMS boards as noted in the *LWML Atlantic District Personnel Manual*, LCMS approved organizations (Recognized Service Organizations), or LCMS District Task Forces.
- b. The required number of copies of proposals shall be submitted to the District Vice President for Mission Outreach by October 1 of the odd-numbered year preceding the LWML Atlantic 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 grant proposals 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.
- e. The voting body at the LWML Atlantic District Convention shall vote for mission grant proposals from the list submitted. This could occur prior to convention provided all mission grant proposals are sent to all members of the voting body.

Section 2: Mission Grant Funds Disbursement

- a. Funds voted for a mission grant must be disbursed or put into use within two fiscal biennia—the biennium in which they were voted upon and the one following—or be reallocated. The convention may extend the time for one biennium in case of extenuating circumstances.
- b. In the event that changes in the plans of mission grant occurs after the recipients have been selected in convention, the Board of Directors shall be authorized to approve the amended grant or reallocate the funds, either in session, by mail, or by electronic communications.
- 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.
- f. In case of a deficit at the end of a biennium, the Board of Directors shall decide the course of action at the pre-convention board meeting.
- g. Progress of the work made possible by grants shall be published on the website.

Section 3: Stipulations for Mission Grants

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 paid in full, the financial obligation of the LWML Atlantic District ceases.

Section 4: Memorials

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

ARTICLE XVI—FINANCES

Section 1: Offerings

- a. All regular mission offerings in the LWML local groups shall be collected through Mite Boxes or other voluntary means. The member LWML local groups shall forward these moneys monthly, if possible, but at least four times annually to the District Financial Secretary. Twenty-five 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 percent, or less, shall be retained in the District treasury for the approved District grants and Administration fund.
- b. The voluntary offerings received at conventions shall be designated for special programs.

Section 2: Expenses

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 LWML Atlantic District.

Section 3: LWML Atlantic District Convention Fees

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

Section 4: Zones and Financial Grants

Zones shall not undertake financial grants on their own account.

ARTICLE XVII—FISCAL YEAR

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

ARTICLE XVIII—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. Such procedure shall have the approval of the Board of Directors.

ARTICLE XIX—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the LWML Atlantic District in all cases to which they are applicable and in which they are not inconsistent with the LWML Atlantic District bylaws, applicable law, or Christian principle.

ARTICLE XX—AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the voting body at any regular convention of this District, provided that notice of the proposed amendment(s) has been sent to all LWML local groups and individual members of the District at least two months prior to the convention. By unanimous vote, a proposed amendment may be presented to the convention without prior notice to LWML local groups and individual members. 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
Sent to LWML 2/9/12
Amendments approved by District 4/28/12
Amendments approved by District 4/26/14
Amendments approved by District 4/23/16
Sent to LWML 2/24/18
Amendments approved by District 4/21/18
Complete Revision 2021
Sent to LWML 1/31/22
Amendments approved by District 4/30/22

THE LUTHERAN WOMEN’S MISSIONARY LEAGUE—ATLANTIC DISTRICT

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