



Zone Bylaws

ARTICLE I—NAME

The name of this organization shall be Lutheran Women’s Missionary League Atlantic District Bronx Westchester Zone (hereinafter referred to as Bronx Westchester Zone). The Lutheran Women’s Missionary League Atlantic District (hereinafter referred to as LWML Atlantic District) is a subordinate organization of the Lutheran Women’s Missionary League (hereinafter referred to as LWML).

ARTICLE II—OBJECT

The object of this organization shall be to:

1. promote the LWML object: Mission Education, Mission Inspiration, Mission Service, Financial Grants for Mission Needs;
2. support the programs of the LWML Atlantic District and the LWML;
3. provide opportunities for spiritual growth and Christian fellowship among the women of the zone;
4. provide opportunities for leader training;
5. provide representation at LWML Atlantic District conventions in accordance with LWML Atlantic District bylaws; and
6. provide representation at LWML conventions in accordance with LWML bylaws.

ARTICLE III—MEMBERS

Section 1: Composition

1. The zone shall be composed of LWML local groups in congregations of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS), on college campuses, in resident homes, or in other settings, and individual members within the geographic boundaries of the zone.

Section 2: Individual Member Defined

An individual member:

1. is not considered an LWML local group or unit;
2. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the LWML group in her congregation for any reason or is a member of an LCMS congregation that does not have a group affiliated with LWML;
3. may attend zone meetings and conventions;
4. may have voice and vote at zone meetings; and
5. may have voice and vote at LWML Atlantic District and LWML conventions only if she is a certified delegate.

Section 3: Application for Local Group Membership

1. Requests 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 LWML Atlantic District President.
2. The LWML local group shall become a member after approval by the LWML Atlantic District Executive Committee and upon receipt of a letter of acknowledgment from the LWML Atlantic District President.

Section 4: Application for Individual Membership

1. Individual membership is available to a woman in an LCMS congregation with or without an LWML local group affiliated with the LWML Atlantic District.
2. Individual membership is not considered an LWML local group or a unit, nor does it confer voting privileges at LWML Atlantic District or LWML conventions.
3. Application for individual membership shall be made to the zone president, who then executes an application form and forwards it to the LWML Atlantic District President.
4. The individual applicant shall become a member after approval by the LWML Atlantic District Board of Directors and upon receipt of a letter of acknowledgment from the LWML Atlantic District President.
5. Individual members shall have voice and vote at zone events.
6. An individual member may serve as an officer, committee chair or committee member at the Bronx Westchester Zone, LWML Atlantic 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 Bronx Westchester Zone delegate to the LWML convention.

ARTICLE IV—CONVENTIONS

Section 1: LWML Atlantic District Conventions

1. An LWML Atlantic 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.
2. The convention shall be hosted by zones on a rotational basis.
3. 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 of The LWML Atlantic District Convention

1. If there is more than one (1) LWML local group in a congregation or other setting, each local group in a single setting shall be considered separate units for the purpose of representation at LWML Atlantic District conventions.
2. The voting body of the LWML Atlantic District Convention shall be
 - a. 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;
 - b. voting members of the Executive Committee, Chairmen of the Standing Committees, and Appointed Personnel of the District;
 - c. zone delegates duly chosen; and
 - d. past LWML Atlantic District Presidents.
2. Each certified delegate shall have a certified alternate.
3. The names of certified delegates and alternates shall be received by the Recording Secretary and Convention Registration Chair at least two months prior to the District Convention.
4. Members of the voting body must be certified in order to vote.
5. A member of the voting assembly shall vote in one capacity only. Proxy votes are prohibited.
6. A quorum is the majority of the registered voting body present.

Section 3: Zone Representation at LWML Conventions

Zone representation at LWML conventions shall be as follows:

1. If there is more than one (1) LWML local group in a congregation or other setting, the local groups in a single setting shall be considered one (1) unit for the purpose of representation at LWML conventions.
2. One (1) certified delegate is sent from each zone having 10 or fewer units and one (1) certified delegate is sent for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention. (Note: All LWML groups in one congregation or setting are considered as one member unit for the purpose of representation at LWML conventions.)
3. Each certified delegate shall have a certified alternate if possible.
4. The names of the delegates and the alternates shall be presented to the LWML Atlantic District President in accordance with the district bylaws for certification.
5. In the event neither the delegate nor the alternate is able to serve, a member of this zone may serve as delegate upon certification in writing by the LWML Atlantic District President and presented to the LWML Recording Secretary.

ARTICLE V—OFFICERS AND ELECTIONS

Section 1: Officers

The elected officers shall be: President, Vice President, Secretary, and Treasurer. The President and Treasurer shall be elected in even-numbered years and the Vice President and Secretary shall be elected in odd-numbered years.

Section 2: Elections

Officers shall be elected by ballot at the spring rally to serve for a term of two (2) years or until their successors are elected, and shall be eligible for two (2) reelections. If there is only one (1) candidate per office, a voice vote may be taken. A majority vote shall elect.

Section 3: Assumption of Duties

Newly-elected officers shall assume their duties within 30 days of being elected.

Section 4: Transfer of Notes and Operational Material

Each officer shall keep notes and operational material pertinent to the responsibilities of the office and, with the exception of the Treasurer, transfer them to their successors within thirty (30) days following the election. The Treasurer shall transfer all records and materials pertaining to her office within 60 days following the election.

Section 5: Removal of an Officer

1. Any officer may be removed from office by the Bronx Westchester Zone Executive Committee (hereinafter referred to as Zone EC) prior to the expiration of her term of office by a vote of three-fourth ($\frac{3}{4}$) of all members of the Zone EC present taken by paper ballot.
2. The members of the Zone EC (including the individual officer involved) shall be notified at least 10 days prior to the Zone EC meeting in the event any such action is contemplated.
3. The individual officer involved shall be afforded the opportunity to be heard at such a meeting. This shall be a closed meeting (also known as an executive session).

ARTICLE VI—DUTIES OF OFFICERS

Section 1: President

The President shall:

1. preside at all zone rallies and other zone meetings and all meetings of the Zone EC;
2. attend meetings of the LWML Atlantic District Board of Directors (hereinafter referred to as the District Board) and have voice and vote.
3. serve as ex officio member of each committee except the Nominating Committee;
4. perform such other duties as the Zone EC may prescribe;
5. attend LWML Atlantic District biennial conventions, and when unable to attend, be responsible for zone representation in accordance with the LWML Atlantic District Bylaws;
6. be the zone's delegate to LWML Conventions, and when unable to do so, be responsible for zone representation in accordance with LWML Bylaws;

7. be responsible for submitting to the LWML Atlantic District President the required information on the zone's elected delegate and alternate to the LWML Conventions by the deadline set;
8. strive to visit all local groups in the zone at least once every two years;
9. appoint all Standing Committee Chairs, Special Committees, and Special appointed officers with the approval of the Zone EC; and
10. be responsible in carrying out requests from the LWML Atlantic District.

Section 2: Vice President

The Vice President may perform the duties of the office of President when requested to do so by the President and shall:

1. fill a permanent vacancy in the office of the President;
2. assist the President in carrying out the program of the LWML;
3. perform the duties of the office of President in the latter's absence or inability to serve;
4. be responsible for carrying out requests of the Zone EC; and
5. perform such other duties as the Zone EC may prescribe.

Section 3: Secretary

The Secretary shall:

1. keep minutes of all rallies and meetings of the zone officers, Zone EC and zone, or designate another person to substitute if she is unable to attend;
2. keep an updated list of all zone and group officers and individual members, and furnish same to all zone officers and group presidents;
3. provide a copy of all rallies and zone meeting minutes to the President within two(2) weeks of each meeting.
4. provide copies of Zone EC minutes approved by the Zone President to all members of the Zone EC within 30 days of each meeting;
5. provide one (1) copy of rally or other zone meeting minutes approved by the Zone President to each local group and to each member of the Zone EC within 30 days of such meeting;
6. conduct needed correspondence;
7. provide notices of all zone meetings and activities to all local groups and individual members (*unless the zone has a publicity chair to handle this responsibility*);

8. provide zone minutes to the LWML Atlantic District Archivist-Historian as directed in the LWML Atlantic District bylaws;
9. perform such other duties as the LWML Atlantic District Executive Committee may prescribe; and
10. provide the LWML Atlantic District Correspondence Secretary names and addresses of the Bronx Westchester Zone Officers.

Section 4: Treasurer

The Treasurer shall:

1. receive all monies and deposit them in a financial institution approved by the Zone EC;
2. keep an itemized account of all receipts and disbursements;
3. make all authorized disbursements;
4. submit financial reports at each Zone EC meeting and each regularly scheduled zone rally or meeting;
5. submit records for financial review at the close of each fiscal year and with the change of officer; and
6. perform such other duties as the Zone EC may prescribe.

ARTICLE VII—NOMINATIONS

Section 1: Nominating Committee

A Nominating Committee of at least three (3) members shall be appointed by the President at the rally preceding elections.

Section 2: Duties of Nominating Committee

The Nominating Committee shall:

1. solicit from members names of nominees for positions to be filled;
2. receive consent from nominees to serve if elected; and
3. prepare printed ballots with the names of candidates printed in alphabetical order by last name for each office to be filled.

Section 3: Nominations from Floor

Nominations of qualified candidates may be made from the floor, provided consent to serve if elected has been obtained from the candidate.

ARTICLE VIII—APPOINTED OFFICERS

Section 1: Zone Appointed Officers

The appointed officers may be an Archivist-Historian, Parliamentarian, and Public Relations chair, and shall:

1. be appointed by the President with the approval of the Zone EC and serve for a term of two (2) years and be eligible for reappointment;
2. attend Zone EC meetings in an advisory capacity; and
3. keep notes and materials pertinent to the office and transfer them to their successors within 30 days after the termination of their appointment.

Section 2: Archivist-Historian

The Archivist-Historian shall:

1. gather and preserve records and other materials of historical value to the zone;
2. write an annual history of the zone and send to the LWML Atlantic District Archivist-Historian; and
3. send material of historical value to the LWML Atlantic District Archivist-Historian.

Section 3: Parliamentarian

The Parliamentarian shall:

1. attend all zone rallies and meetings and serve as advisor on parliamentary procedure upon request; and
2. serve as an ex-officio member of the Organizational Resources Committee when it amends the bylaws.

Section 4: Public Relations

The Public Relations Chair shall:

1. be alert for news from the zone and submit articles and information to the LWML Atlantic District as directed in the District bylaws;

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2. be coordinator of publicity for all zone functions;
3. notify all local groups and individual members of zone activities; and
4. perform other duties as requested by the Zone EC.

ARTICLE IX —ZONE MEETINGS

Section 1: Frequency and Purpose of Meetings

The zone shall hold at least two (2) rallies or zone meetings per year in the spring and fall for the purpose of Christian fellowship and conducting the business of the zone.

Section 2: Zone Meeting Attendance and Quorum

All members of local groups and individual members in the zone may attend zone functions and have voice and vote. Members present at any rally or zone meeting shall constitute a quorum.

Section 3: Selecting Rally Sites and Hosting Zone Events

Refer to Zone Standing Rules, for the method for selecting rally sites and responsibilities for hosting zone events.

ARTICLE X—EXECUTIVE COMMITTEE

Section 1: Composition

The Zone EC shall be composed of the elected officers, standing committee chairs, and local group presidents. The appointed officers and the pastoral counselor serve as advisors. A majority of the voting members shall constitute a quorum.

Section 2: Duties of Executive Committee

The Executive Committee shall:

1. meet before each rally and at other times at the call of the Zone President;
2. conduct the business of the zone between rallies and other regularly scheduled zone meetings;

3. with the Zone President, plan zone activities and functions such as retreats, workshops, servant events, Gospel outreach activities, prayer services, etc.
4. assist the Zone President in implementing zone activities and LWML Atlantic District and LWML programs;
5. fill vacancies in elected offices; and
6. approve the financial institution in which funds are deposited.

ARTICLE XI—PASTORAL COUNSELOR

The Pastoral Counselor shall:

1. be an LCMS pastor serving a parish within the zone;
2. be appointed by the Zone President with the approval of the Zone EC;
3. serve a term of two (2) years and be eligible for reappointment;
4. attend all zone functions and Zone EC meetings, serving in an advisory capacity;
5. serve on the Christian Life Committee;
6. prepare a short Bible study for Zone EC meetings as requested by the Zone President;
7. attend LWML Atlantic District conventions, serving in an advisory capacity;
8. approve recipients for special designated offerings and Gifts from the Heart (ingatherings); and
9. perform other duties as requested by the Zone President and Zone EC.

ARTICLE XII—STANDING COMMITTEES

Section 1: Zone Standing Committees

The standing committees shall be Christian Life, Gospel Outreach, Special Focus Ministries, and Organizational Resources. The committee chairs shall be voting members of the Zone EC.

Committees shall:

1. be composed of a chair and two (2) members appointed by the EC;
2. have its members serve a term of two (2) years, and be eligible for reappointment;
3. serve as liaison with their corresponding committees at the LWML Atlantic District level; and

4. keep records and materials pertinent to the committee and transfer to their successors within 30 days following the end of term of office.

Section 2: Christian Life Committee

The Christian Life Committee shall:

1. prepare devotions for zone rallies and other functions when requested to do so by the Zone EC;
2. with the Zone EC, plan zone retreats and prayer services;
3. publicize Christian Life materials available from the LWML website;
4. encourage use of inspirational materials within the local groups;
5. maintain a file of Christian Life materials available for use within local groups and the zone; and
6. perform other duties as requested by the Zone EC.

Section 3: Gospel Outreach Committee

The Gospel Outreach Committee shall:

1. publicize LWML Atlantic District and LWML mission grants and report on their progress;
2. encourage use of the Mite Box and voluntary contributions to the LWML Atlantic District and LWML mission grants;
3. plan Gospel Outreach activities for members of the zone such as sharing the Gospel with residents of nursing homes or veterans' facilities, conducting Vacation Bible School, etc.;
4. encourage local groups to use Gospel Outreach materials available from the LWML website; and
5. perform other duties as requested by the Zone EC.

Section 4: Special Focus Ministries Committee

The Special Focus Ministries Committee shall:

1. plan zone servant event activities in which members can reach out in Christian love to those in their community who are hurting and in need;
2. plan, at zone events, service projects such as Gifts from the Heart (ingatherings) for food banks, shelters, nursing homes, etc.;

3. promote Special Focus Ministries projects of the LWML Atlantic District and the LWML; and
4. perform other duties as requested by the Zone EC.

Section 5: Organizational Resources Committee

The Organizational Resources Committee shall:

1. serve as encouragers to the LWML local groups and lead them through the long-range planning process when requested to do so;
2. plan leader development activities for zone rallies or other functions that help zone members recognize and use their leadership skills;
3. encourage local groups to use Organizational Resource materials available from the LWML Store and free downloadable resources from www.lwml.org;
4. be responsible for keeping the zone bylaws current, suggesting to the Zone EC amendments it deems necessary;
5. present all bylaws amendments or revisions to the LWML Atlantic District Structure Committee for review before presenting to the zone members for approval;
6. send the required number of copies of zone bylaws to the LWML Atlantic District Structure Committee chairman for filing after adoption by the zone members;
7. review and keep a file of LWML local group bylaws and encourage the local groups to keep their bylaws current; and
8. perform other duties as requested by the Zone EC.

Section 6: Additional Standing or Special Committees

There may be other standing committees or special committees added as the zone and Zone EC deem necessary.

ARTICLE XIII—FINANCES

Section 1: Mission Grants

The zone shall:

1. not adopt mission grant projects; and
2. promote use of the Mite Box and voluntary contributions by zone members to the LWML Atlantic District and the LWML mission goal.

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Section 2: Collecting Fees and Offerings

The zone may:

1. collect registration fees or an offering at rallies or other zone functions to cover zone expenses such as:
 - a. honorarium for speaker, rental of audio-visual equipment, or other program aids;
 - b. food preparation when a meal is served at zone functions;
 - c. printing, postage, telephone, fax;
 - d. convention costs for delegates, pastoral counselor, and young woman representative;
 - e. LWML Atlantic District assessments; and
 - f. other costs approved by the Zone EC.
2. designate a special offering and/or Gifts from the Heart (ingathering) for prayer services, retreats, servant events, etc., and request the zone pastoral counselor's approval of the designated recipients.

ARTICLE XIV—FISCAL YEAR

The fiscal year shall be from June 1 to May 31, inclusive.

ARTICLE XV—PARLIAMENTARY AUTHORITY

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

ARTICLE XVI—AMENDMENTS

Section 1: Process to Amend Bylaws

1. These bylaws may be amended by a two thirds (2/3) vote of the members present and voting at a regularly scheduled zone meeting. The proposed amendments shall have been approved by the LWML Atlantic District Structure Committee and then sent to each member zone LWML group and individual

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member 60 days prior to the meeting in which they will be considered for adoption.

2. By unanimous vote, a proposed amendment may be presented to a rally or other regularly scheduled zone function without prior notice. A three-fourths (3/4) vote shall be required for adoption.

Section 2: Approval and Adoption

1. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the LWML District Structure Committee for review before being presented to the zone membership for adoption.
2. Upon adoption by the zone, the required number of copies shall be submitted to the LWML Atlantic District Structure Committee for filing.

Date zone became member of LWML Atlantic District: April 29, 1958
(according to earliest documentation located in Archives)

Date of original bylaws: February 8, 1992
(according to earliest documentation located in Archives)

Dates of last amendments to bylaws
February 22, 2005
June 8, 2024