

BYLAWS  
MISSOURI DISTRICT  
LUTHERAN WOMEN'S MISSIONARY LEAGUE

ARTICLE I – NAME

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

ARTICLE II – OBJECT

The object of this organization shall be to:

- A. develop and maintain a greater mission consciousness among the women of The LCMS through mission education, mission inspiration, and mission service;
- B. gather funds for mission grants directly sponsored or approved by The LCMS Boards, especially those for which no adequate provision has been made in The LCMS budgets;
- C. foster and support the program of the Lutheran Women's Missionary League (hereinafter referred to as LWML).

ARTICLE III – MEMBERS

Section 1

- A. Women who are communicant members of an LCMS congregation are eligible for membership, in societies or as individuals.
- B. Women's organizations in congregations of The LCMS, on campuses, in resident homes, or other settings, shall be eligible for membership as societies.
- C. One (1) or more societies affiliated with the District LWML in a congregation, on a campus, in a resident home, or in another single setting, shall be considered one (1) unit for the purpose of representation at LWML conventions.
- D. Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home, upon approval of the Board of Directors, who shall determine zone LWML membership.

## Section 2

Society membership in the District LWML shall be processed by:

- A. applying to the zone or the District LWML Membership Chairman (Vice President of Servant Resources);
- B. receiving its charter at the next District LWML Convention.

## Section 3

- A. Individual membership is available to a woman who is a member of an LCMS congregation, with or without a society affiliated with the District LWML.
- B. Application for individual membership shall be made to the zone or the District LWML Membership Chairman (Vice President of Servant Resources) for approval by the District LWML Board of Directors.
- C. Individuals accepted into membership during a biennium shall be given recognition at the next District LWML Convention.
- D. Individual membership is not considered a society or a unit, nor does it confer voting privileges at district or LWML 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 at 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.

## Section 4

A society or individual may sever membership with the District LWML by submitting a written resignation to the Zone President or the District President. This withdrawal shall be acted upon at the next called meeting of the Board of Directors.

## ARTICLE IV – ORGANIZATION

### Section 1 – Zone

Zones shall be formed by the Missouri District LWML. Each zone shall consist of societies within a convenient

geographical area, LCMS circuit lines preferred. A request for a variation in boundaries shall be submitted to the Missouri District LWML Board of Directors for a decision. Zones shall exist for the purpose of:

- A. representation at LWML conventions in ratio established in the LWML bylaws;
- B. promotion of Christian fellowship and furthering the object of the LWML;
- C. serving as rally centers.

#### Section 2 – LWML

Certified delegates from each zone shall represent the District at LWML conventions, which are held biennially in the odd-numbered years, according to LWML bylaws. The District President shall attend as a voting member of the LWML Board of Directors, or any elected district officer may attend in her place with such substitute having voice but not vote.

- A. Missouri District representation at the LWML convention shall be one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each ten (10) units or major fraction thereof, as of January 1 preceding the convention.
- B. 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 Convention Registrar.

#### Section 3

The Missouri District of The LCMS shall counsel and advise the District LWML.

#### Section 4

Each society and zone shall write its own bylaws which shall conform with the object and basic principles of the LWML bylaws and the district bylaws. Zone bylaws and all subsequent proposed amendments shall be submitted in the required number of copies to the District Structure Committee for approval before being presented to the membership for adoption. A copy of society bylaws shall be deposited with the District LWML Structure Chairman.

## ARTICLE V – ELECTED OFFICERS AND ELECTIONS

### Section 1

The elected officers shall be President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Vice President of Servant Resources, Recording Secretary, and Treasurer.

### Section 2

- A. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for re-election to the same office. An officer who has served two (2) years, or longer, is considered to have served a full term. Newly elected officers shall assume their duties at the close of the convention in which they are elected.
- B. The election of officers shall be as follows:
  1. the President, Vice President of Communication, Vice President of Gospel Outreach, and Vice President of Servant Resources shall be elected in one convention;
  2. the Vice President of Christian Life, Vice President of Human Care, Recording Secretary, and Treasurer shall be elected at the following District LWML convention;
    - a. a majority vote shall elect;
    - b. in the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.
- C. All outgoing officers shall, within sixty (60) days following the convention, deliver to their successors all materials and funds pertaining to their offices.

### Section 3

- A. In the event of vacancy in the office of the President, the Vice President of Servant Resources shall automatically assume that office, serving the remainder of the term until the next district election.
- B. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by appointment of the Executive Committee.

## ARTICLE VI – DUTIES OF OFFICERS

### Section 1

The President shall:

- A. preside at conventions of the District LWML and at all meetings of the Board of Directors and the Executive Committee;
- B. serve as a voting member of the LWML Board of Directors;  
In the event that the President is unable to attend an LWML Board of Directors meeting, any elected officer of the district may represent her at the meeting and have voice but not vote.
- C. appoint standing and special committee chairmen and appointed officers, with the approval of the Executive Committee, unless otherwise provided for in the bylaws; appoint a Pastoral Counselor to every committee;
- D. serve as ex officio member of all committees except the Nominating Committee;
- E. sign with the Recording Secretary all contracts and other documents, upon approval of the Executive Committee;
- F. receive and approve all vouchers for payment of monies from the treasury for all legitimately incurred expenditures, with an expense voucher to be completed by the payee;
- G. sign all warrants for payment of approved expense vouchers and all other authorized disbursements, as described in Article XVI, Section 1 C and 2;
- H. be responsible for the execution of all valid resolutions passed by LWML, the District LWML Board of Directors, and Executive Committee;
- I. present a report to the convention;
- J. perform such other duties as outlined in the District Leaders' Manual.

### Section 2

The Vice President of Christian Life may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. serve as coordinator of the Christian Life Department;

- B. serve as chairman of the Christian Life Committee;
- C. perform such other duties as outlined in the District Leaders' Manual.

### Section 3

The Vice President of Communication may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. serve as coordinator of the Communication Department;
- B. serve as chairman of the Communication Committee;
- C. serve as Circulation Manager of the LWML official publication;
- D. solicit and be alert for news of the LWML and the District LWML and make it known to the membership, the church at large, and the general public;
- E. serve as ex officio member of the Editorial Committee;
- F. make arrangements for Executive Committee and Board of Directors' Meetings;
- G. report to each regular meeting of the Board of Directors and the convention;
- H. perform such other duties as outlined in the District Leaders' Manual.

### Section 4

The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. serve as coordinator of the Gospel Outreach Department;
- B. serve as chairman of the Gospel Outreach Committee;
- C. perform such other duties as outlined in the District Leaders' Manual.

### Section 5

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

- A. serve as the coordinator of the Human Care Department;
- B. serve as the chairman of the Human Care Committee;
- C. perform such other duties as outlined in the District

Leaders' Manual.

Section 6

The Vice President of Servant Resources may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. in the event of vacancy in the office of the President, automatically assume that office, serving the remainder of the term until the next district election;
- B. serve as coordinator of the Servant Resources Department;
- C. serve as Membership Chairman, who shall:
  1. receive the application of new zones, societies, and individual memberships;
  2. send copies of applications to the President, Vice President of Communication, and Zone President;
  3. issue certificates of membership;
  4. present the names of new societies for ratification by the Board of Directors;
  5. prepare the annual District LWML Statistical Report of zones, societies, and members;
- D. be authorized to sign checks for the Treasurer in emergencies;
- E. perform such other duties as outlined in the District Leaders' Manual.

Section 7

The Recording Secretary shall:

- A. keep a record of the proceedings of conventions and of all meetings of the District LWML Board of Directors and of the Executive Committee;
- B. provide a copy of the minutes of the conventions to each member of the Board of Directors, delegates and member societies having no representation at the convention;
- C. provide a copy of the minutes of the meeting of the Board of Directors to each member of the Board;
- D. provide a copy of the minutes of the meetings of the Executive Committee to each member of the Committee;
- E. sign, with the President, all contracts and other documents, upon the approval of the Executive Committee;

- F. keep on file all committee reports;
- G. receive credentials from delegates to the District LWML biennial convention;
- H. perform such other duties as outlined in the District Leaders' Manual.

#### Section 8

The Treasurer shall:

- A. serve as coordinator of the Financial Department;
- B. serve as chairman of the Endowment Fund Committee;
- C. be bonded at the expense of the District LWML for an amount determined by the Executive Committee;
- D. make all payments approved by the District LWML, the Board of Directors, and the Executive Committee;
- E. keep an itemized account of all expenditures;
- F. receive financial reports from the Financial Secretary;
- G. submit financial reports to the Board of Directors, the Executive Committee, and the conventions;
- H. submit records for audit at least once a year and at the request of Executive Committee;
- I. perform such other duties as outlined in the District Leaders' Manual.

### ARTICLE VII – NOMINATIONS

#### Section 1

- A. A Nominating Committee of five (5) members shall be elected by the Board of Directors from the board membership at a meeting at least one year prior to the convention. Eight (8) names shall be proposed and, upon election, the five (5) receiving the highest number of votes shall constitute this committee. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
- B. The candidate receiving the highest number of votes shall be the chairman.
- C. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

#### Section 2

The Nominating Committee shall:

- A. receive nominations for elective offices from societies and zones by the appointed date;
- B. submit the names of at least two (2) candidates for each elective office to be filled for the biennium;
- C. select candidates who are members of the LWML and have served at the zone level and are active in their society;
- D. shall select candidates for President who have served as voting members of the District Board of Directors;
- E. submit two (2) candidates for Pastoral Counselor from the nominees approved by the President of Missouri District LCMS (see Article IX, Section 2);
- F. obtain written consent of all candidates to serve, if elected;
- G. obtain a biographical sketch of each candidate;
- H. submit a report for publication including a resume of each candidate in the district news letter prior to the convention;
- I. prepare printed ballots with the names of the candidates listed in alphabetical order under each office.

### Section 3

Additional nominations for elective offices, except for Pastoral Counselor, may be made from the floor of the convention. The written consent of the candidate to serve, if elected, shall have been secured.

## ARTICLE VIII – APPOINTED OFFICERS

### Section 1

The appointed officers shall be Archivist-Historian, Parliamentarian, Financial Secretary, and Administrative Assistant to the President. They shall be LWML members and shall:

- A. be appointed by the President, with the approval of the Executive Committee;
- B. serve two (2) years, or until their successors are appointed, and be eligible for reappointment, with the exception of the Administrative Assistant to the President and the Financial Secretary, who shall be eligible for one (1) successive reappointment.

## Section 2

The Archivist-Historian shall:

- A. be directly responsible to the President;
- B. compile biennially a comprehensive history of the District LWML;
- C. gather and preserve materials of historical interest pertaining to the District LWML;
- D. request the zones to bring their histories up-to-date each biennium and submit same to her;
- E. report to each regular meeting of the Board of Directors and the convention.

## Section 3

The Parliamentarian shall:

- A. be directly responsible to the President;
- B. serve as advisor on parliamentary procedure upon request to the Executive Committee, Board of Directors, conventions, and to members;
- C. be ineligible to vote;
- D. serve as ex officio member of the Structure Committee.

## Section 4

The Financial Secretary shall:

- A. be bonded at the expense of the District LWML for an amount determined by the Executive Committee;
- B. receive all monies and deposit in a financial institution approved by the Executive Committee;
- C. keep an itemized account of all receipts and complete record of monies in the Mission Fund, Mission Education Fund, and Operating Fund;
- D. submit deposit records and reports to the Treasurer as instructed;
- E. perform such other duties as outlined in the District Leaders' Manual.

## Section 5

The Administrative Assistant to the President shall:

- A. be directly responsible to the President and perform such duties as defined by the President;
- B. attend conventions and meetings of the Board of Directors and the Executive Committee;
- C. be ineligible to vote.

## ARTICLE IX – PASTORAL COUNSELORS

### Section 1

The Pastoral Counselors shall be two (2) pastors of The LCMS presently serving the parish ministry in the Missouri District, who have served as zone counselors. They shall serve a term of four (4) years and be ineligible for re-election. One (1) Counselor shall be elected at each convention. A majority vote shall elect.

### Section 2

The Nominating Committee shall:

- A. obtain nominations for Pastoral Counselors from the Zone Presidents;
- B. submit names of all nominees to the President of the Missouri District LCMS for approval;
- C. obtain a biographical sketch and the written consent of each approved nominee to serve if elected;
- D. select two (2) candidates to be placed on the ballot from nominees approved by the President of the Missouri District LCMS.

### Section 3

The Pastoral Counselors shall:

- A. serve the district in an advisory capacity;
- B. serve as advisors to committees as appointed by the President;
- C. attend district conventions and meetings of the Executive Committee and Board of Directors;
- D. be ineligible to vote.

### Section 4

The Junior Counselor shall attend the LWML convention following his election. In the event the Junior Counselor is unable to attend, the Senior Counselor shall attend.

## ARTICLE X – CONVENTIONS

### Section 1

The Missouri District LWML shall hold a convention biennially in the even-numbered years at a place determined in a prior convention for the purpose of transacting the business of the District LWML. All members of the District LWML may attend and have voice.

## Section 2

The site for a convention shall be determined four (4) years in advance by the delegates in convention.

- A. The zone(s) hosting the convention shall, as soon as possible after the site has been determined, submit two (2) or three (3) possible dates for the convention to the President, who shall submit the dates at the next Board of Directors' meeting for selection and approval.
- B. After the dates are selected by the Board of Directors, the Zone Presidents shall notify the societies in their respective zones of the date and site of the convention.

## Section 3

- A. The voting members of the convention shall be two (2) certified delegates from each unit and the voting members of the Board of Directors.
- B. Zone Presidents unable to attend may have an alternate representative as per Article XII, who shall have voice and vote, but who shall not be considered a member of the Board.

## Section 4

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

## Section 5

The names of the certified delegates and alternates shall be in the hands of the District LWML Recording Secretary at least six (6) weeks prior to the convention.

## Section 6

A majority of the registered voting assembly shall constitute a quorum.

## Section 7

Any member of the District LWML shall have the privilege of voice at the convention.

## Section 8

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the District LWML 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 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 put in place procedure for conducting the routine convention business. Such procedure shall be approved by the District LWML Board of Directors.

## ARTICLE XI – EXECUTIVE COMMITTEE

### Section 1

The Executive Committee shall consist of the President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Vice President of Human Care, Vice President of Servant Resources, Recording Secretary, and Treasurer. The Parliamentarian and Pastoral Counselors shall be non-voting, advisory members; the Administrative Assistant shall be a non-voting member.

### Section 2

- A. The Executive Committee shall meet at the call of the President, or at the request of three (3) members of the Executive Committee, and may, when necessary, conduct its business by mail or electronic messaging.
- B. A minimum of two (2) meetings per year shall be held.
- C. Four (4) voting members shall constitute a quorum.

### Section 3

The Executive Committee shall:

- A. transact the business of the Board of Directors between meetings of that body;
- B. execute the program of the District LWML;
- C. fill all vacancies occurring on the Executive Committee, except the office of the President (See Article VI, Section 6A);
- D. determine the amount of bond of the Treasurer;
- E. approve appointed officers, chairmen of standing committees, and committee members.

## ARTICLE XII – BOARD OF DIRECTORS

### Section 1

The Board of Directors shall consist of the elected

officers, the chairmen of standing committees, the Archivist-Historian, the Financial Secretary, and the President of each zone or her representative from within her zone. These are the voting members of the Board of Directors. The Parliamentarian and Pastoral Counselors shall be non-voting advisory members, and the Administrative Assistant shall be a non-voting member.

#### Section 2

- A. Regular meetings shall be held biannually.
- B. A pre-convention meeting shall be held at the convention site.
- C. Special meetings may be called by the President or at the request of three (3) members of the Executive Committee.
- D. Representation from a majority of the zones shall constitute a quorum.
- E. In case of emergency, action may be taken by mail or electronic messaging.

#### Section 3

The Board of Directors shall:

- A. supervise, plan the program, and transact the business of the District LWML in the interim between conventions;
- B. consider recommendations, resolutions, and appeals for presentation to the conventions;
- C. approve the date of the biennial convention;
- D. elect a Nominating Committee as described in (Article VII, Section 1A).

### ARTICLE XIII – DEPARTMENTS AND COMMITTEES

#### Section 1

The departments shall be Christian Life, Communication, Gospel Outreach, Human Care, Servant Resources, with a Vice President serving as coordinator of a department, and a Financial Department, with the Treasurer serving as coordinator of that department. The coordinator shall be an ex officio member of the committees in the department unless she is a chairman of that committee.

#### Section 2

Department coordinators shall:

- A. function as a liaison between the respective committees in each department and the Executive

- Committee;
- B. call meetings of the department, when deemed necessary, to plan for the development of the department;
- C. plan programs with the respective committee chairmen, present suggestions, and offer help for Kingdom work on the district, zone, and society levels;
- D. receive copies of correspondence carried on by committees in the respective departments;
- E. keep the President informed of the business being transacted in the various departments.

### Section 3

The standing committees shall be Christian Life, Church Workers Study Grants, Communication, Editorial, Endowment Fund, Gospel Outreach, Human Care, Leader Development, Structure, and Webmaster.

- A. With the exception of Vice Presidents whose responsibilities include serving as chairmen of standing committees within their departments, standing committee chairmen shall be appointed by the President, subject to approval of the Executive Committee and be voting members of the Board of Directors.
- B. Committee members shall be appointed by the respective chairmen, subject to ratification by the Executive Committee.
- C. The standing committee chairmen with the exception of the Editor, Webmaster, and Structure Chairman shall serve a term of two (2) years or until their successors are appointed and shall be eligible for one (1) reappointment. The Editor, Webmaster, and Structure Chairman shall be eligible for reappointment subject to the approval of the Executive Committee.

### Section 4

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be the coordinator of the department.

- A. The Christian Life Committee shall consist of the chairman and two (2) or more additional members, and shall;
  - 1. cooperate with the LWML Christian Life Committee;

2. provide study topics and devotional material for the societies of the District LWML;
3. encourage active participation in spiritual development programs;
4. plan programs for lay training in Kingdom work;
5. present suggestions and offer advice for conducting Christian Life programs on the LWML district, zone, and society levels;
6. promote use of the LWML official publication;
7. have the chairman report to each regular meeting of the Board of Directors and the conventions.

### Section 5

The Communication Department shall include the Communication Committee, Editorial Committee, and the Webmaster. The Vice President of Communication shall be coordinator of the department and chairman of the Communication Committee.

- A. The Communication Committee shall consist of the chairman, and may have two (2) or more additional members, and shall:
  1. cooperate with the LWML Communication Committee;
  2. promote media and marketing;
  3. have the chairman report to each regular meeting of the Board of Directors and the conventions.
- B. The Editorial Committee shall consist of the Editor as chairman and may have up to four (4) members, with approval of the Vice President of Communication and the Executive Committee, and shall:
  1. be directly responsible to the Vice President of Communication;
  2. procure and edit district news to be published in approved publications;
  3. send copies of the district newsletter for approval to the President and Vice President of Communication;
  4. have the chairman report to each regular meeting of the Board of Directors and the convention.
- C. The office of Webmaster shall consist of the Webmaster as chairman and may have two (2) or more additional members, with approval of the Vice President of Communication and the Executive

Committee, and shall:

1. be directly responsible to the Vice President of Communication;
2. review and maintain the web page;
3. send copies of the web page for approval to the President and Vice President of Communication;
4. have the chairman report to each regular meeting of the Board of Directors and the convention.

## Section 6

The Gospel Outreach Department shall include the Gospel Outreach Committee and the Church Workers Study Grants Committee. The Vice President of Gospel Outreach shall be coordinator of the department and chairman of the Gospel Outreach Committee.

- A. The Gospel Outreach Committee shall consist of the chairman and may have two (2) or more additional members and shall:
  1. cooperate with the LWML Gospel Outreach Committee;
  2. function in the manner described in Article XIV;
  3. investigate and select mission grant proposals for the convention ballot;
  4. recommend grants for approval to the Board of Directors;
  5. make an impartial presentation of the proposed grants to convention;
  6. request grant funds and arrange for grant presentations;
  7. distribute mite boxes and promote their use;
  8. have the chairman report to each regular meeting of the Board of Directors and the conventions.
- B. The Church Workers Study Grants Committee shall consist of the chairman and two (2) or more additional members, and shall:
  1. administer the Seminary Study Grants and the Church Workers Study Grants;
  2. prepare grant application forms and publicity;
  3. review applications and consult with the Financial Aid Director or his designated representative of The LCMS seminaries and colleges;
  4. have final authority to approve grants through the evaluation of student's financial needs;
  5. authorize payment of grants at the beginning of

- the academic term;
- 6. have the chairman report to each regular meeting of the Board of Directors and the conventions.

#### Section 7

The Human Care Department shall include the Human Care Committee. The Vice President of Human Care shall be the coordinator of this department and shall serve as the chairman of the Human Care Committee.

- A. The Human Care Committee shall consist of the Chairman and may have two (2) or more additional members and shall:
  - 1. cooperate with the LWML Human Care Committee;
  - 2. keep abreast of and promote current areas of human care;
  - 3. have the chairman report to each regular meeting of the Board of Directors and the conventions.

#### Section 8

The Servant Resources Department shall include the Leader Development Committee and the Structure Committee. The Vice President of Servant Resources shall be coordinator of the department.

- A. The Leader Development Committee shall consist of the chairman and two (2) or more additional members and shall:
  - 1. cooperate with the LWML Servant Resources Committee;
  - 2. encourage and equip women of all ages to reach out in love;
  - 3. provide materials and training to enable each member to increase skills for leadership in the LWML;
  - 4. create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase membership within their societies;
  - 5. be responsible for coordinating young women representatives as follows:
    - a. endeavor to interest young women in the LWML;
    - b. encourage the zones to send young women representatives to the district convention

- at zone expense and coordinate their activities at the convention;
  - c. oversee the selection of two (2) Young Women Representatives to attend the LWML Convention at District expense;
  - 6. have the chairman report to each regular meeting of the Board of Directors and the conventions.
- B. The Structure Committee shall consist of the Chairman and two (2) or more additional members. The Parliamentarian shall serve as ex officio member. This committee shall:
1. study the District LWML Bylaws and submit to the Board of Directors for consideration such amendments as deemed advisable;
  2. submit proposed changes to the LWML Structure Committee for review and approval;
  3. make necessary changes suggested by the LWML Structure Committee;
  4. submit these proposed bylaw amendments to the Board of Directors for final approval;
  5. submit the proposed amendments to societies, at least one (1) month prior to the District Convention;
  6. send required number of copies of the amended/ revised district bylaws, immediately after convention adoption, to the LWML Structure Committee Chairman;
  7. keep the District Guidelines current;
  8. receive and examine proposed bylaw amendments of zones, and approve those not in conflict with Missouri District Bylaws;
  9. have the chairman report to each regular meeting of the Board of Directors and the conventions.

## Section 9

The Financial Department shall include the Financial Secretary and the Endowment Fund Committee. The Treasurer shall be coordinator of the department and chairman of the Endowment Fund Committee.

- A. The Endowment Fund Committee shall consist of the Treasurer as chairman, and may have five (5) or more additional members, and shall:
1. receive bequest funds for Servant Resource

- and mission purpose programs in the LWML District;
2. distribute the funds for Servant Resource programs with an emphasis on seminary study grants, church workers study grants, and leadership training; distribute the funds for mission purpose programs with an emphasis on LWML convention assistance for delegates, young women's programs, and special programs which may be developed to enable or improve the mission and ministry of the LWML;
  3. recommend, at least annually, to the Board of Directors the distribution of funds;
  4. have the chairman report to each regular meeting of the Board of Directors and the conventions.

#### Section 10

Special committees may be established as the Executive Committee, the Board of Directors, or the District LWML deems necessary to carry on the work of the LWML. The assembly authorizing the committees shall determine the authority and the responsibility of the committee.

### ARTICLE XIV – MISSION GRANTS

#### Section 1

Mission Grant proposals may be submitted by individual members, societies, zones and The LCMS boards. They shall be submitted in the requested number of copies to the Vice President of Gospel Outreach by October 31, prior to the convention year.

#### Section 2

The Gospel Outreach Committee shall present these proposals to the appropriate officer, committee, or board of The LCMS Missouri District for guidance.

#### Section 3

The Vice President of Gospel Outreach shall present the mission grants to the President of The LCMS Missouri District, and to The LCMS Missouri District Director of Missions for evaluation. After consultation with these District officers the Gospel Outreach Committee shall select the mission grant proposals to appear on the ballot and submit them to the Board of Directors for approval.

#### Section 4

The following stipulations shall be observed in the administration of grants:

- A. Grants must be disbursed or put into use within a four (4) year period from the time of the vote or be reallocated in the District LWML treasury. The Board of Directors shall have the authority to extend the time in case of extenuating circumstances.
- B. No grants shall be made to cover deficits or shortages in The LCMS Missouri District treasury.
- C. Although grants may be decided upon, no cash outlay can be made until funds are available.
- D. Progress reports shall be given by the Vice President of Gospel Outreach at the regular Board of Directors' meetings following the convention and through the approved publications of the district.
- E. After grants have been paid, the responsibility of the District LWML ceases.
- F. If excess funds remain when all grants are paid, the committee shall review grants presented at the last convention which were not funded and present its recommendations to the Board of Directors.

#### Section 5

In the event a proposal for a mission grant outside the district, but within the United States, is to be considered by the district, it shall have been approved by The LCMS District Mission Board and the LWML Executive Committee of the district in which it is to be carried out. If such a grant is adopted, the funds shall be remitted directly to the LWML District receiving the grant for disbursement of grant funds.

### ARTICLE XV – OFFICIAL PUBLICATION

#### Section 1

The official publication of the district shall be a district newsletter. It shall be published monthly by the Editorial Committee.

#### Section 2

The purpose of a district newsletter shall be:

- A. to provide information about programs and grants of the District LWML;
- B. to share news of the District LWML, zones, societies and individuals.

Section 3

The committee shall have editorial privileges:

- A. to solicit news of the district, zones, societies and individuals;
- B. to establish a deadline for receipt of materials for each issue;
- C. to edit the material, doing any new writing necessary, and send it to the Senior Counselor for doctrinal approval;
- D. to prepare the copy and photos for the printer and send to the district newsletter at the requested time;
- E. to receive a proof sheet from the publisher and review it, checking for accuracy, with the President and Vice President of Communication.

Section 4

The expenses for the district newsletter shall be paid out of the District Mission Goal.

ARTICLE XVI – FINANCES

Section 1

- A. The mission contributions in societies shall be gathered using the mite box or other voluntary means and shall be forwarded to the respective zone treasurers by the society financial officer.
- B. Such mission contributions, together with all funds gathered for mission purposes by the zones shall be remitted by the zone treasurers to the District LWML treasury monthly.
- C. Funds received by the District LWML Treasurer shall be remitted monthly to the LWML Treasurer.
  - 1. twenty-five percent (25%) or more shall be remitted monthly to the LWML Treasurer;
  - 2. seventy-five percent (75%) or less shall be retained by the District to be used for:
    - a. grants adopted at conventions;
    - b. payment for LWML publications, the LWML official publication, and the district newsletter;

- c. a Gospel Outreach Fund, which includes church workers study grants.

#### Section 2

No administrative costs of the district shall be paid from mission contributions. An operating account shall be maintained to cover administrative expenses. The operating account will be funded by society contributions, district convention balances and other monies designated for this fund.

### ARTICLE XVII – FISCAL YEAR

The fiscal year shall be from May 1 to April 30, inclusive.

### ARTICLE XVIII – DISSOLUTION

All monies, materials, files, goods, etc. shall revert to the LWML if the Missouri District LWML dissolves.

### 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 District LWML in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Standing Rules, Leaders' Manual, or Christian principles.

### ARTICLE XX – AMENDMENTS

#### Section 1

The Bylaws of the District LWML may be amended by a two-thirds (2/3) vote of the delegates present and voting at the biennial convention, provided that the proposed amendments have been approved by the LWML Structure Committee and the District LWML Board of Directors, and notice of the proposed amendments has been sent to each society at least one (1) month prior to the convention.

#### Section 2

By unanimous vote a proposed amendment may be presented to convention without previous notice. A three-fourths (3/4) vote shall be required for adoption.

General revision 1995  
Revised 2001  
Revised 2002  
Revised 2006

LUTHERAN WOMEN'S MISSIONARY LEAGUE  
MISSOURI DISTRICT

Standing Rules

1. Each member of the Board of Directors shall be placed on a direct mailing list for the LWML official publication. (9/17/69)
2. The district shall pay for the official LWML publication subscriptions equal only to the number of society members listed on the latest statistical report. (Amended 9/15/01)
3. The district shall participate in an annual social event for the St. Louis Seminary graduating students and their wives or fiancées to acquaint them with the LWML. The expense of the meal shall be paid by the LWML. (Amended 9/15/88)
4. An honorarium in the amount of \$40.00 shall be given to the auditor. (Amended 9/7/95)
5. Necessary expenses, including essential secretarial help, shall be paid by the district to officers and committee chairmen. Receipts for expenses shall be submitted for reimbursements. (Amended 3/26/87)
6. The district shall pay all expenses incurred by the president or her appointed representative to attend meetings, other than LWML meetings, to which she is invited; e.g. Missouri District convention, LLL convention, etc. (2/3/70)
7. A. The district shall pay expenses of district officers, appointed personnel, committee chairmen, and pastoral counselors to the LWML district convention, the regular Board of Directors meetings, or special meeting. An itemized voucher shall be submitted, with receipts attached, for the following: convention registration fee, train or plane fare, automobile transportation at the rate of 32 cents per mile for driver, lodging, meals and essential cab fare. (Amended 9/17/05)  
  
B. Upon approval of the president, the district shall pay convention registration only, of members of standing and special committees who may be required to take an active part in the district convention. (9/18/99)
8. District shall reimburse zone presidents for travel expenses for regular, special, and pre-convention meetings of the Board of Directors, and for meals and lodging attributed to these meetings. Other expenses connected with attendance at the conventions may be reimbursed by zones. (2/3/70)

9. Attendance at board meetings shall be limited to board members, or their appointed representatives, except by special invitation. (2/3/70)

10. The district will assign two (2) women per room for Board of Directors meetings. If only one woman is in a room, she shall pay the balance of the room. Counselors shall be assigned individual rooms. (3/1/03)

11. Members of standing committees, the Nominating Committee, and other special committees shall be permitted to meet once a year at district expense. If additional meetings are necessary, expenses for meetings shall be reimbursed by district upon prior approval of the president. (9/15/88)

12. The district shall pay expenses for the president or her appointed representative to attend, if possible, one rally of each zone during each biennium.

13. In the event of the death of a member of the Board of Directors or of a past president of the district, the treasurer shall transfer \$50.00 as a memorial from the operating fund to the Endowment Fund. (Amended 2/26/99)

14. The financial secretary shall receive the balance of the convention fund from the district convention treasurer within 30 days from the closing of the convention. The following expenses shall be taken from the balance:

1. expenses and honoraria for the speaker and preachers for worship services;
2. expenses of the LWML representative;
3. printing of ballots;
4. manuals.

Should a deficit occur, it shall be paid from the district operating fund. (Updated 6/24/06)

15. The district shall pay for a president's pin, to be presented to the newly elected president at the time of her installation. (2/3/70)

16. The district treasurer shall advance an amount up to \$1500 to the zone(s) hosting the district convention in order to establish a convention fund. (Amended 9/23/86)

17. The Board of Directors shall choose speakers for convention sessions. The LCMS Missouri District President shall be asked to be the speaker for the opening worship service of the convention and the senior district counselor shall be asked to be the speaker for the closing service. (9/13/77)

18. Displays at district conventions may be placed by district LWML groups and the Missouri District Mission Board. Other displays may be placed with the approval of the Executive Committee. (Revised 9/7/95)

19. The district shall pay expenses of the archivist-historian to the Concordia Historical Institute conference once during her term, preferably the first year in office.  
(Amended 9/17/87)
20. The expenses of two district young women representatives to the LWML convention shall be paid from the mission education fund. (Amended 3/26/87)
21. The president is authorized to purchase a copy of each LWML convention audio-visual aid to be used in the district and to become part of the district's history.  
(Amended 9/19/83)
22. The president is authorized to purchase the official picture of the district members attending the LWML Convention. The picture is to remain part of the district's history. (9/11/73)
23. The district shall assume the expenses of the junior counselor and one elected officer to the LWML convention. The elected officer shall be a newly elected officer, selected by the Executive Committee. (9/19/92)
24. The district shall pay all delegate expenses incurred by the president to the LWML convention which are not paid by LWML. (2/3/70)
25. The district shall purchase the current edition of handbooks for the appropriate officers and chairmen on the Board of Directors. The cost shall be taken from the mission education fund. (9/7/95)
26. Each zone shall contribute to the district operating fund, at least \$1.50 per member annually by January 15 for the current year. (2/28/98)
27. A crisis management plan will be in effect for each Board of Directors meeting and convention. Personnel for the crisis management team will be identified and appointed by the President. A file of health and emergency information forms for each board member will be kept on site by the V. P. of Communications. (9/12/97)
28. Undesignated bequests given to the Missouri District LWML will be placed into the Endowment Fund. (2/28/98)
29. When an LLL representative attends the Missouri District LWML Convention as a guest, the Missouri District LWML will pay for lodging, meal package, and registration. No mileage will be paid. (6/21/02)

(Dates in parentheses reflect the original date the Standing Rule was approved or amended by the board of directors.)