

**BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE
MISSOURI DISTRICT**

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Missouri District (hereinafter referred to as the District) 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; and
- 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 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, which shall determine zone LWML membership.

Section 2

Society membership in the District shall be processed by:

- A. applying to the president of their zone or the District Vice President of Organizational Resources;
- B. sending its bylaws to the District Structure Chairman for approving and for keeping on file; and
- C. receiving its charter at the next District convention.

Section 3

- A. Individual membership is available to any woman who is a member of an LCMS congregation, with or without a society affiliated with the District.
- B. Application for individual membership shall be made to the president of her zone or the District Vice President of Organizational Resources for approval by the District Board of Directors.

- C. Individuals accepted into membership shall be given recognition at the next District 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 also may be elected as a zone delegate to the LWML convention.

Section 4

A society or individual may sever membership with the District by submitting a written resignation to the president of their zone or the District Vice President of Organizational Resources. In the event a society or individual member is deemed inactive and has no membership or representatives to submit their resignation, the president of their zone may present the request to peacefully release on behalf of the society or individual. This withdrawal shall be acted upon at the next meeting of the Board of Directors.

ARTICLE IV – ORGANIZATION

Section 1 – Zone

Zones shall be formed by the District. Each zone shall consist of societies and/or individuals within a convenient geographical area, LCMS circuit lines preferred. A request for a variation in boundaries shall be submitted to the District 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; and
- C. serving as meeting 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, or any elected district officer may attend in her place with such substitute having voice and vote. The substitute's name and address shall be given to the LWML President.

- A. 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. Each certified delegate shall have one corresponding certified alternate who may attend in her place with such substitute having voice and vote. The alternate's name and address shall be given to the LWML as part of the delegate registration.
- C. 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 President and presentation to the convention registrar.

Section 3

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

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 the bylaws of all societies shall be deposited with the District 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 Organizational Resources, Vice President of Special Focus Ministries, Recording Secretary, and Treasurer.

Section 2

- A. The elected officers shall be elected by ballot at the biennial District 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 Organizational Resources shall be elected in one District 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.
 2. The Vice President of Christian Life, Vice President of Special Focus Ministries, Recording Secretary, and Treasurer shall be elected at the following District 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 District 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 Organizational Resources shall 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 and at all meetings of the Board of Directors and the Executive Committee;
- B. serve as a voting member of the LWML Presidents Assembly; (In the event the President is unable to attend an LWML Presidents Assembly meeting, any elected

officer of the District may represent her at the meeting and have voice and vote. The substitute's name and address shall be given to the LWML President.)

- C. appoint standing and special committee chairmen and appointed officers, with 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, Sections 1C and 2;
- H. be responsible for the execution of all valid resolutions passed by the LWML, the District Board of Directors, and the Executive Committee;
- I. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and
- J. perform such other duties as outlined in the Missouri 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. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention;
- D. contact possible mission representatives to serve as Mission Speaker at the District Convention. The speaker would be approved by the Executive Committee and the Board of Directors;
- E. deliver the opening devotion on the first day of the District Convention;
- F. perform such other duties as outlined in the Missouri 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 and make it known to the membership, the church at large, and the general public
- E. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and
- F. perform such other duties as outlined in the Missouri 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. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and

D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 5

The Vice President of Organizational 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 Organizational Resources Department;
- C. serve as Membership Chairman, who shall:
 1. receive the application of new zone, society, 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 Statistical Report of zones, societies, and members;
 6. present the names of inactive societies/individuals to be peacefully released by vote of the Board of Directors;
- D. be authorized to sign checks for the Treasurer in emergencies;
- E. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and
- F. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 6

The Vice President of Special Focus Ministries 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 Special Focus Ministries Department;
- B. serve as chairman of the Heart to Heart Sisters Committee and the Young Women's Committee;
- C. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention, and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 7

The Recording Secretary shall:

- A. keep a record of the proceedings of District conventions and all meetings of the District Board of Directors and the Executive Committee;
- B. provide a copy of the minutes of the District 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 meetings 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. Coordinate approved changes to Standing Rules with Structure Chair for publication.
- F. sign, with the President, all contracts and other documents, upon the approval of the Executive Committee;
- G. keep on file all committee reports;
- H. receive credentials from delegates to the District conventions;
- I. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and
- J. perform such other duties as outlined in the Missouri 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 for an amount determined by the Executive Committee;
- D. make all payments, including convention expenses, approved by the District, the Board of Directors, or 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 District conventions;
- H. complete a financial statement for the convention fund following a Missouri District Convention;
- I. submit records for financial review at least once a year;
- J. perform such other duties as outlined in the Missouri District Leaders Manual.

ARTICLE VII – NOMINATIONS

Section 1

- A. A Nominating Committee of five (5) members shall be elected by ballot for the next biennium from a slate of eight (8) candidates. 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 and for nominating committee 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 on a zone board of directors or in an elected or appointed position at the district or national level and are active in their society;
- D. select candidates for President who have served as elected or appointed members of a 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, including a resume of each candidate, for publication prior to the District convention; and
- I. prepare 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 District convention. The written consent of the candidate to serve, if elected, shall have been secured.

ARTICLE VIII – APPOINTED POSITIONS

Section 1

The appointed positions shall be Archivist-Historian, Parliamentarian, Financial Secretary, Administrative Assistant to the President, Convention Site Coordinator, Leader Development Chair, Webmaster, Editor, Structure Chair, Church Workers Study Grants Chair, and Mission Servants Chair. They shall be LWML members and shall:

- A. be appointed by the President, with the approval of the Executive Committee and
- 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.
- C. all have voice — and are eligible to vote with the exception of the Parliamentarian, the Administrative Assistant, and the Convention Site Coordinator (who is a non-board member and attends only at the request of the President).

Section 2

The Archivist-Historian shall:

- A. be directly responsible to the President;
- B. compile biennially a comprehensive history of the District;
- C. gather and preserve materials of historical interest pertaining to the District;
- D. request the zones to bring their histories up-to-date each biennium and submit same to her;
- E. present a report to each regular meeting of the Board of Directors and the District convention; and
- F. perform such other duties as outlined in the Missouri District Leaders Manual.

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, District conventions, and members;
- C. be ineligible to vote;
- D. serve as ex officio member of the Structure Committee;
- E. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and
- F. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 4

The Financial Secretary shall:

- A. be bonded at the expense of the District for an amount determined by the Executive Committee;
- B. receive and deposit all monies in a financial institution approved by the Executive Committee;
- C. keep an itemized account of all receipts to the Mission Fund, Servant Resource Fund, Operating Fund, Endowment Fund, Convention Fund, and other funds established as needed;

- D. submit deposit records and reports to the Treasurer and District President as instructed;
- E. present a report to each regular meeting of the Board of Directors and District Convention and;
- F. perform such other duties as outlined in the Missouri 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. present a report to each regular meeting of the Executive Committee, Board of Directors, and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 6

The Convention Site Coordinator shall:

- A. be a non-member of the Board of Directors as Chairman of the Convention Site Committee;
- B. serve as a liaison among the District, the convention site personnel, and host zones;
- C. evaluate the facilities, services, and personnel of a convention site;
- D. keep records of procedures, properties, and accommodations required;
- E. be directly responsible to the President;
- F. attend the Board of Directors meetings only at the request of the President; and
- G. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 7

The Leader Development Chair shall:

- A. be directly responsible to the President and Vice President Organizational Resources and perform such duties as defined by the President;
- B. serve as an advisor on leadership topics to the Board of Directors;
- C. present a report to each regular meeting of the Board of Directors and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 8

The Webmaster shall:

- A. be directly responsible to the President and Vice President of Communications and perform such duties as defined by either of them;
- B. serve as web site liaison to the President, Vice President of Communications and Board of Directors;
- C. present a report to each regular meeting of the Board of Directors, and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 9

The Editor shall:

- A. be directly responsible to the President and Vice President of Communications and perform such duties as defined by either of them;

- B. serve as editorial liaison to the President, Vice President of Communications and Board of Directors;
- C. present a report to each regular meeting of the Board of Directors, and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 10

The Structure Chair shall:

- A. be directly responsible to the President and Vice President of Organizational Resources and perform such duties as defined by either of them;
- B. serve as advisor on bylaws and standing rules to the President, Board of Directors, Vice President of Organizational Resources, members;
- C. present a report to each regular meeting of the Board of Directors, and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 11

The Church Workers Study Grant Chair shall:

- A. be directly responsible to the President and Vice President of Gospel Outreach and perform such duties as defined by either of them;
- B. administer the Church Workers study grant process;
- C. present a report to each regular meeting of the Board of Directors, and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

Section 12

The Mission Servants Chair shall:

- A. be directly responsible to the President and Vice President of Gospel Outreach and perform such duties as defined by either of them;
- B. advise and promote human care activities to the Board of Directors;
- C. present a report to each regular meeting of the Board of Directors, and the District convention; and
- D. perform such other duties as outlined in the Missouri District Leaders Manual.

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, district or national 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; and
- 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. complete doctrinal review of published and/or distributed materials;
- D. attend District conventions and meetings of the Executive Committee and Board of Directors;
- E. be ineligible to vote;
- F. present a report at each regular meeting of the Executive Committee, Board of Directors, and District Convention; and
- G. perform other such duties as outlined in the Missouri District Leaders Manual.

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 – DISTRICT CONVENTIONS

Section 1

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

Section 2

The dates and sites for a District Convention shall be determined at the Fall Board meeting three (3) years prior to the convention by the Executive Committee and Board of Directors. The hosting zones shall be notified and may begin planning and preparation.

Section 3

- A. The voting members of the District convention shall be two (2) certified delegates from each unit, the voting members of the Board of Directors, and past LWML Missouri District Presidents.
- 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 of Directors.

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 Recording Secretary at least six (6) weeks prior to the District convention.

Section 6

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

Section 7

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a District 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 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 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 Organizational Resources, Vice President of Special Focus Ministries, 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;
- C. fill all vacancies occurring on the Executive Committee, except the office of the President(See Article VI, Section 5A);
- D. 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, appointed positions, the president of each zone or her representative, and the pastoral counselors. All members of the Board of Directors have voice and vote except the following that have voice and no voting privileges: Parliamentarian, Administrative Assistant, Convention Site Coordinator, and Pastoral Counselors.

Section 2

- A. Regular meetings shall be held biannually.
- B. A pre-convention meeting shall be held at the District convention site.
- C. Special meetings may be called by the President or at the request of three (3) members of the Executive Committee.
- D. A majority of elected officers, a majority of appointed officers with voting rights and a 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 in the interim between District conventions;
- B. consider recommendations, resolutions, and appeals for presentation to the District conventions;
- C. approve the date of the biennial District convention and;
- D. approve or amend Standing Rules.

ARTICLE XIII – DEPARTMENTS AND COMMITTEES

Section 1

The departments shall be Christian Life, Communication, Gospel Outreach, Organizational Resources, and Special Focus Ministries 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 Leader Development, Webmaster, Editor, Structure, Church Workers Study Grants, Christian Life, Mission Servants, Communication, Endowment Fund, Gospel Outreach, and Special Focus Ministries.

- A. With the exception of the 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.
- B. Standing Committee members shall be appointed by the respective chairmen, subject to ratification by the Executive Committee.
- C. Standing Committee chairmen shall serve a term of two (2) years or until their successors are appointed and shall be eligible for reappointment.

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 and serve as Chairman of the Christian Life committee.

The Christian Life Committee shall consist of the chairman and two (2) or more additional members, and shall:

- A. cooperate with the LWML Christian Life Committee;
- B. provide study topics and devotional material for the societies of the District;
- C. encourage active participation in spiritual development programs;

- D. plan programs for lay training in Kingdom work;
- E. present suggestions and offer advice for conducting Christian Life programs on the district, zone, and society levels;
- F. promote use of the LWML official publication; and
- G. have the chairman report to each regular meeting of the Board of Directors and the District 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; and
 - 3. have the chairman report to each regular meeting of the Board of Directors and the District 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; and
 - 4. have the chairman report to each regular meeting of the Board of Directors and the District conventions.
- 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:
 - 1. be directly responsible to the Vice President of Communication and the President;
 - 2. review and maintain the web page;
 - 3. send copies of the web page for approval to the President and Vice President of Communication; and
 - 4. have the chairman report to each regular meeting of the Board of Directors and the District conventions.

Section 6

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

- A. The Church Workers Study Grants Committee shall consist of the chairman and may have 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 students' financial needs;
 - 5. authorize payment of grants at the beginning of the academic term; and

6. have the chairman report to each regular meeting of the Board of Directors and the District conventions.
- B. 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 ballot;
 4. recommend grants for approval to the Board of Directors;
 5. make an impartial presentation of the proposed Grants;
 6. request grant funds and arrange for grant presentations; and
 7. have the chairman report to each regular meeting of the Board of Directors and the District conventions.
- C. The Mission Servants Committee shall consist of the chairman and may have two (2) or more additional members and shall:
1. cooperate with the LWML Mission Servants Committee;
 2. keep abreast of and promote current areas of human care; and
 3. have the chairman report to the Vice President of the Gospel Outreach Department.

Section 7

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

- A. The Leader Development Committee shall consist of the chairman and may have two (2) or more additional members and shall:
1. cooperate with the LWML Organizational 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; and
 5. have the chairman report to each regular meeting of the Board of Directors and the District conventions.
- B. The Structure Committee shall consist of the Chairman and may have 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 Missouri District Leaders Manual current;
 8. receive and examine proposed bylaw amendments of zones, and approve those not in conflict with District bylaws;

9. keep a file of all District society bylaws; and
10. have the chairman report to each regular meeting of the Board of Directors and the District conventions.

Section 8

The Special Focus Ministries shall include the Heart to Heart Sisters and the Young Women's Committee. The Vice President of Special Focus Ministries shall be the coordinator of the department and serve as chairman of each committee.

- A. The Heart to Heart Sisters Committee shall consist of the chairman and may have two (2) other members and shall:
 1. identify and encourage cross-cultural opportunities within LWML.
 2. develop and support women leaders in ethnic ministries.
- B. The Young Women's Committee shall consist of the Chairman and may have two (2) other members and shall be responsible for coordinating young women representatives as follows:
 1. endeavor to interest young women in the LWML;
 2. encourage the zones to send young women representatives to the District convention at zone expense;
 3. coordinate Young Women Representative activities at the convention;
 4. oversee the selection of two (2) Young Women Representatives to attend the LWML Convention at District expense.

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.

The Endowment Fund Committee shall consist of the Treasurer as chairman, and may have five (5) or more additional members, and shall:

- A. receive bequest funds for Servant Resource and mission purpose programs in the District;
- B. 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;
- C. recommend, at least annually, to the Board of Directors the distribution of funds; and
- D. have the chairman report to each regular meeting of the Board of Directors and the District conventions.

Section 10

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

ARTICLE XIV – MISSION GRANTS

Section 1

Mission grant proposals may be submitted by District, individual members, societies, and zones. LCMS boards may also submit proposals. All proposals 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 LCMS Missouri District President and LCMS Board of Missions Chairman for guidance.

Section 3

After consultation with these LCMS District officers, the Gospel Outreach Committee shall select the mission grant proposals to appear on the ballot and submit them to the LWML Missouri District 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 treasury. The Board of Directors shall have the authority to extend the time in case of extenuating circumstances.
- B. Changes in a mission grant are subject to approval of the Executive Committee.
- C. No grants shall be made to cover deficits or shortages in the LCMS Missouri District treasury.
- D. Although grants may be decided upon, no cash outlay can be made until funds are available.
- E. Progress reports shall be given by the Vice President of Gospel Outreach at the regular Board of Directors meetings following the District convention and through the approved publications of the District.
- F. After grants have been paid, the responsibility of the District ceases.
- G. If excess funds remain when all grants are paid, the committee shall review grants presented at the last District convention which were not funded and present its recommendations to the Board of Directors.
- H. The Board of Directors shall have the right to rescind a grant that has been approved at District convention if extenuating circumstances such as inappropriate use of funds warrant such action.

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 recipient.

Section 6

Any proposal that does work outside the United States shall meet the approval of the LCMS Board for Mission Services or its designated representative.

ARTICLE XV – OFFICIAL PUBLICATION

Section 1

The official publication of the District shall be a district newsletter. It shall be published 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; and,
- B. to share news of the District, zones, societies, and individuals.

Section 3

The committee shall have editorial privileges to:

- A. solicit news of the District, zones, societies, and individuals;
- B. establish a deadline for receipt of materials for each issue;
- C. edit the material, rewriting where necessary; and sending it to the Senior Counselor for doctrinal approval;
- D. prepare the copy and photos for publication; and review copy and photos 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 Financial Secretary monthly for deposit.
- C. Funds deposited into the District treasury shall be remitted monthly by the District Treasurer.
 1. Twenty-five percent (25%) or more of mite contributions 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 District conventions;
 - b. Payment for LWML publications, the LWML official publication, the District newsletter, the District website; and
 - c. Church Workers study grants, payment for Young Women Representative expenses, mite box expenses, gospel-oriented workshops and retreats.

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 District 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 in all cases to which they are applicable and in which they are not inconsistent with the District bylaws or Christian principles.

ARTICLE XX – AMENDMENTS

Section 1

The bylaws of the District may be amended by a two-thirds (2/3) vote of the delegates present and voting at the biennial District convention, provided that the proposed amendments have been approved by the LWML Structure Committee and the District 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 the District convention without previous notice. A three-fourths (3/4) vote shall be required for adoption.

General revision 1995

Revised 2001

Revised 2002

Revised 2006

Revised 2010

Revised 2012

Revised 2014

Revised 2016

Revised 2020

Revised 2022