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Article I

NAME

The name of this organization shall be the Lutheran Women's Missionary League (LWML) of Iowa District East (IDE) of The Lutheran Church-Missouri Synod (LCMS).

Article II

OBJECT

The object of this organization shall be

- A. to develop and maintain a greater mission consciousness among the women of the District through MISSION EDUCATION, MISSION INSPIRATION, and MISSION SERVICE;
- B. to gather funds for the support of adopted District and LWML mission grants.

Article III

MEMBERS

Section 1: The basic unit of LWML membership shall be local women's organizations within a congregation of the LCMS.

Section 2: For membership participation in the District LWML it is necessary to secure a resolution of the local society or organized group and the approval of the local congregation.

Section 3: The procedure for a society or organized group to join the District LWML shall be as follows:

- A. An application form is secured from the District Vice President of Communication.
- B. This application form shall be completed, signed by the pastor, and sent to the District President.
- C. This application is presented to the District Board of Directors for approval.
- D. Certificate of membership is then sent by the District Vice President of Communication after receipt of the approved application from the District Board of Directors.
- E. Record forms are sent to the society by the District Vice President of Communication; Mite boxes are sent by the Financial Secretary.
- F. Recognition of membership may be given at rallies and conventions.
- G. When two or more societies in a congregation hold membership in the District LWML and wish to join for LWML activities at any level, they shall keep their individual certificates.

Section 4: When a society wishes to withdraw from the District LWML, it shall notify the District LWML Board of Directors in writing. Upon notification, its certificate shall be considered null and void. Should the society later wish to rejoin, it shall do so pursuant to Article III, Section 3.

Section 5: Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, (i.e.) campus or resident home. One (1) or more societies within a setting shall be considered one (1) unit and will be a member of the zone where the society is located. They shall elect delegates to the convention of the IDE LWML. Individuals may be voting members of only one (1) society.

Section 6: Individual membership is available to a woman in an LCMS congregation with or without a unit affiliated with the LWML. Individual membership is not considered a unit.

Section 7: The local women's society shall:

- A. invite the women of the congregation to its meetings;
- B. make use of materials found in the *Lutheran Woman's Quarterly*;
- C. distribute the Quarterlies and the District newsletters to all women interested in LWML work;
- D. distribute and gather Mite Boxes, stressing importance of their use;
- E. forward Mite Box offerings to the District LWML Financial Secretary at least quarterly;
- F. elect delegates to the District LWML conventions;
- G. submit suggestions for District mission grants;
- H. submit names for District officers after securing consent of same.

Article IV STRUCTURE

The LWML is composed of local units of the LCMS within the congregation or another setting. These units are united to form zones; zones are united to form districts according to LCMS lines where possible; and districts are united to form the LWML.

Article V DISTRICT ORGANIZATION THROUGH ZONES

Section 1: No fewer than seven (7) units shall constitute a zone unless approved by the District LWML Board of Directors.

Section 2: Zones shall be the unit of representation at national conventions.

Section 3: Zones shall assist in promoting the District LWML programs.

Section 4: Each zone shall adopt bylaws that are not in conflict with the district or national bylaws. The Zone President shall send a copy of the proposed amendments to the District Bylaws Committee for approval prior to adoption. Following adoption of the proposed amendments, copies shall be mailed to the District Bylaws Chairman.

Section 5: Zones shall pay the expenses of their delegates to the national convention with help from the District LWML, if necessary.

Section 6: The procedure for forming a new zone, when the number of units permits it and area would become more convenient for periodic meetings is outlined below.

- A. By mutual consent of all parties concerned, a petition shall be drawn up and sent to the District Board of Directors.
- B. After consideration and approval by the Board of Directors, a new zone may be formed.
- C. The zone concerned shall proceed to organize, that is, call a meeting, elect officers, draw up bylaws, and become an official zone of the District.
- D. For the sake of uniformity, the zone shall conform to LCMS circuit lines as nearly as possible.

Article VI

CONVENTIONS AND REPRESENTATION

Section 1: The District shall hold its convention biennially in the even-numbered years.

Section 2: The District LWML Convention Committee, appointed by the District President with the approval of the Board of Directors, shall include the District Vice President of Communication. The Committee shall:

- A. work with the Host Committee;
- B. arrange the convention program;
- C. be responsible for delegate registrations;
- D. see that the convention manual is published;
- E. assist with problems that may arise in relation to the convention.

Section 3: The District Convention of the LWML shall be a delegate body organized as outlined below.

- A. Each unit (as defined by LWML bylaws) shall be entitled to two (2) delegates (see Article III, Section 5).
- B. Delegates of member units and members of the District Board of Directors shall be entitled to vote.
- C. Names of the accredited delegates and their alternates shall be in the hands of the District Recording Secretary at least two (2) weeks prior to the District Convention. In case a delegate or her alternate cannot be present, another member of that unit may serve in this capacity with approval of the Recording Secretary on the date of the convention.
- D. Members holding individual memberships are not entitled to vote.

Section 4: Representation from fifty-one percent (51%) of the zones within the District shall be necessary to constitute a quorum to transact business at the District Convention.

Article VII

OFFICERS AND ELECTIONS

Section 1: The elected officers shall be President, Vice President of Servant Resources, Vice President of Christian Life, Vice President of Human Care, Vice President of Gospel Outreach, Vice President of Communication, Recording Secretary, Treasurer, and Financial Secretary.

Section 2:

- A. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years and shall not be eligible for re-election to the same office.
- B. The President, Vice President of Christian Life, Vice President of Gospel Outreach, Recording Secretary, and Financial Secretary shall be elected in one (1) convention.
- C. The Vice President of Servant Resources, the Vice President of Human Care, the Vice President of Communication, and the Treasurer shall be elected in the next convention.
- D. A majority vote shall constitute election to office.
- E. If there are more than two (2) candidates for an office and none receives a majority on the first ballot, a second ballot shall be cast. The candidates shall be the two (2) who received the highest number of votes on the first ballot.

Section 3: Officers shall assume their duties at the close of the biennial convention at which they are elected. The retiring Recording Secretary, Treasurer, and Financial Secretary shall, within sixty (60)

days, deliver to their successors all materials and funds pertaining to their offices. All other officers shall, within thirty (30) days following the convention, deliver to their successors all materials pertaining to their offices.

Section 4: Vacancies in unexpired terms of District LWML offices shall be filled by action of the Board of Directors except in the office of President. In the case of a vacancy in the office of President, the Vice President of Servant Resources shall become President. When the next election for that office is held, the person filling the vacancy is eligible for nomination if she has served less than half of the term.

Article VIII

DUTIES OF OFFICERS

Section 1: The President shall:

- A. preside at all meetings of the District Executive Committee and Board of Directors;
- B. be an ex officio member of all committees except the Nominating Committee;
- C. appoint the chairmen of all committees with the approval of the Board of Directors;
- D. sign all expense vouchers;
- E. appoint in the even-numbered years, with the approval of the Board of Directors, a Public Relations Director for a four-year appointment, serving the last two (2) years as Newsletter Editor;
- F. present applications for membership to the District LWML Board of Directors for approval;
- G. send the mission grant proposals, which have been approved by the LWML Board of Directors, to the IDE LCMS Board of Directors for approval;
- H. attend LWML Board of Directors meetings and LWML conventions as a delegate.

Section 2: The Vice President of Servant Resources may perform the duties of the President in the absence or at the request of the President, and shall:

- A. serve as the Bylaws Committee Chairman and coordinator of Member Development;
- B. submit the required number of copies of proposed amendments of the District LWML bylaws to the LWML Structure Committee for approval prior to adoption;
- C. send required number of copies of adopted bylaws to the LWML Structure Committee;
- D. make available to all societies copies of current LWML District bylaws;
- E. maintain a file of current zone bylaws for each zone in the District.

Section 3: The Vice President of Christian Life may perform the duties of the President in the absence or at the request of the President, and shall:

- A. submit materials to LWML Christian Resources;
- B. be coordinator of the Christian Life Committee and serve as Program Resources Chairman;
- C. encourage District LWML members to submit original program resource materials, receive same submitting to the District LWML Pastoral Counselors for approval, and see that the resources are available for District LWML usage;
- D. provide, with the aid of the Christian Life Committee, information to zones and societies in the district newsletter.

Section 4: The Vice President of Human Care may perform the duties of the President in the absence or at the request of the President, and shall:

- A. serve as chairman of the Human Care Committee;

- B. maintain contact with LWML Vice President of Human Care and be prepared to furnish the LWML with reports when requested;
- C. encourage participation in mission service activities and maintain a list of mission opportunities.

Section 5: The Vice President of Gospel Outreach may perform the duties of the President in the absence or at the request of the President, and shall:

- A. be chairman of the Mission Grants Committee;
- B. be chairman of the Student Aid Committee;
- C. be chairman of the Endowment Fund Committee.

Section 6: The Vice President of Communication may perform the duties of the President in the absence or at the request of the President, and shall:

- A. have charge of all the official correspondence of the organization, subject to the approval of the President;
- B. send membership application blanks when requested and membership certificates upon approval;
- C. keep a complete file of society memberships and a mailing list of the *Lutheran Woman's Quarterly* and the Iowa East LWML newsletter;
- D. distribute record forms for this file to each society to be returned to:
 1. District Vice President of Communication
 2. District Financial Secretary
 3. Zone President
 4. Zone Secretary;
- E. coordinate district communication activities, e.g., oversee activities of Newsletter Editor, Assistant Newsletter Editor/Public Relations Director, and Web Master;
- F. be a member of the Bylaws and Convention Committees.

Section 7: The Recording Secretary shall:

- A. keep a record of the proceedings of District Conventions;
- B. keep the minutes of the District LWML Board of Directors and Executive Committee meetings and mail copies of same to the LWML President, all District LWML Board members, and the IDE LCMS President;
- C. keep on file all committee reports;
- D. record all minutes and maintain them in a permanent file.

Section 8: The Treasurer shall:

- A. pay all obligations of the District LWML that have been approved and signed by the President;
- B. keep a record of all deposits made by the Financial Secretary and an itemized account of all disbursements;
- C. report at every meeting of the Board of Directors and biennially at the District Convention;
- D. be bonded for an amount determined by the Board of Directors;
- E. see that the federal tax exemption status with the Internal Revenue Service is maintained;
- F. have the books reviewed before the District Convention by a competent person(s) approved by the District LWML Board of Directors;
- G. be a member of the Endowment Committee.

Section 9: The Financial Secretary shall:

- A. deposit all District LWML funds received by her in a financial institution approved by the District LWML Executive Committee;
- B. keep an exact record of all receipts and a record of all deposits;
- C. report regularly to the Treasurer all funds received and deposited;
- D. report all mission contributions twice yearly in the District LWML newsletter;
- E. report donors and honorees for all memorials twice yearly in the District LWML newsletter;
- F. be bonded for an amount determined by the Board of Directors;
- G. send an acknowledgement to the sender, or the family involved, of all memorial contributions received by the District;
- H. distribute Mite Boxes to societies requesting them;
- I. have the books reviewed before the District Convention by a competent person(s) approved by the District LWML Board of Directors.

Section 10: Each District officer shall keep a file for future reference and pass it on to her successor.

Article IX NOMINATIONS

Section 1: Each zone shall elect one (1) member in the fall following the District Convention to serve on the District Nomination Committee. The District LWML President shall appoint a chairman from this group and shall also designate a member of the Board of Directors and a District LWML Pastoral Counselor to act in an advisory capacity.

Section 2: The slate of candidates for the District offices shall be sent to the District LWML President and shall be published in the Iowa East LWML newsletter three (3) months prior to the District Convention.

Section 3: A printed ballot of the slate of candidates shall be prepared by the Nomination Committee for each eligible voter.

Article X BOARD OF DIRECTORS

Section 1: The Board of Directors shall be the elected officers and Zone Presidents, with the Pastoral Counselors serving in an advisory capacity. Each Board of Directors member shall be entitled to one (1) vote. No member of the Board of Directors shall hold more than one (1) voting position. Any elected Zone officer may vote when attending a District Board meeting in place of the Zone President.

Section 2: The Board of Directors shall:

- A. meet at least three (3) times a year when called by the President to conduct the business of the District LWML;
- B. accept the invitation for the District Convention and plan the program;
- C. fill vacancies when necessary;
- D. select the grant proposals to be sent to the IDE LCMS Board of Directors for approval;
- E. approve a financial reviewer;

- F. publish an official Iowa East LWML newsletter;
- G. assist in the forming of additional zones;
- H. review and approve all committees appointed by the President;
- I. approve unit membership applications presented by the President.

Section 3: A majority of the Executive Committee and representation from a majority of the zones shall constitute a quorum.

Article XI

EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall be the elected officers of the District with the two (2) Pastoral Counselors as advisers.

Section 2:

- A. The Executive Committee shall meet at the call of the President and may, when necessary, conduct its business by mail, telephone, or electronic messaging.
- B. Six (6) voting members shall constitute a quorum of the Executive Committee.
- C. The Executive Committee shall transact the business of the Board of Directors between meetings of that body.
- D. The Executive Committee shall be accountable and subject to the authority of the Board of Directors.

Article XII

PASTORAL COUNSELORS

Section 1: The Pastoral Counselors shall be two (2) pastors of LCMS serving in the parish ministry. One (1) counselor shall be elected at each convention and shall serve a term of four (4) years, the first two (2) years as junior counselor and the last two (2) years as senior counselor.

Section 2: Candidates for the position of District Pastoral Counselor shall be selected as outlined below:

- A. Prior to each District Convention, the District Board of Directors shall identify several of the pastors serving in IDE as possible nominees for the position of District LWML Pastoral Counselor, secure their consent, and submit their names to the IDE LCMS Office.
- B. The IDE LCMS Office shall recommend at least four (4) of these nominees to the District LWML Board of Directors for their consideration.
- C. The District LWML Board of Directors shall select two (2) of these nominees to be placed on the ballot at the forthcoming election.
- D. The District LWML President shall forward the names of these nominees to the Chairman of the District LWML Nomination Committee.

Section 3: The names of candidates for District LWML Pastoral Counselor shall be included in the slate of candidates published in the District LWML newsletter three (3) months prior to the District Convention.

Section 4: The names of the candidates for Pastoral Counselor shall be included on the ballot prepared for each eligible voter. There will be no nominations from the floor for Pastoral Counselor.

Section 5: If a Pastoral Counselor is unable to complete his term of office, the LWML District Board shall name a replacement, approved by the IDE LCMS Office, to complete that term. If the replacement serves less than half the term, his name may be on the ballot at the next convention.

Section 6: The Pastoral Counselors shall:

- A. attend all Board of Directors meetings, District Conventions, and the meetings of committees to which they have been assigned; (At least one (1) Pastoral Counselor shall attend workshops, retreats, and institutes.)
- B. serve in an advisory capacity on the Bylaws Committee;
- C. see that all materials to be used for District LWML purposes - programs, rallies, retreats, workshops, institutes, and other District LWML gatherings - are in agreement with the Holy Scripture, the object of the LWML, and the practices of the LCMS.

Article XIII

COMMITTEES AND SPECIAL CHAIRMEN

Section 1: All necessary committees shall be appointed by the District President, with the approval of the Board of Directors.

Section 2: All standing and special committees, chairmen, and representatives of the District LWML shall have the approval of the President and the Counselors before calling meetings or incurring expenses charged to the District LWML.

Section 3: Each committee chairman shall keep a file for future reference and pass it on to her successor.

Section 4: New standing committees shall be established by amending the bylaws.

Section 5: The Bylaws Committee shall consist of the Vice President of Servant Resources acting as chairman, the Vice President of Communication, and one (1) Zone President appointed by the President, with the approval of the Board of Directors. Both of the Counselors shall serve in an advisory capacity. The Bylaws Committee shall:

- A. maintain a file of all zones' current bylaws;
- B. examine all zones' proposed bylaw amendments and report its decision to the District Board of Directors;
- C. examine District bylaws biennially in the odd-numbered years and prepare and recommend proposed amendments.

Section 6:

- A. The Rally and Speaker Coordinator shall be appointed annually by the President from the Zone Presidents, with the approval of the Board of Directors. She may be reappointed.
- B. The Rally and Speaker Coordinator shall:
 - 1. promote mission education;
 - 2. prepare fall rally schedules in cooperation with the chosen speaker and the Zone Presidents.

Section 7:

- A. The Christian Life Committee shall consist of three (3) members whose three (3) year appointments shall be staggered. Each member of the committee shall serve as chairman in her third year. A new member shall be appointed each fall by the President, with the approval of the Board of Directors. This appointment shall take effect the following January.
- B. The Christian Life Committee shall:
 - 1. be responsible for encouraging and assisting in the training of individuals as kingdom workers through its chief object - Mission Inspiration, Mission Education, and Mission Service;
 - 2. encourage and promote active participation in Christian Life institutes and retreats on the district, zone, and society levels;

3. promote the use of a variety of media;
4. maintain a file of skits, retreats, programs, and other written materials for use by the district, zone, and local societies;
5. have available in a loan library resource materials (pamphlets, books, programs) for use in the societies;
6. be encouraged to prepare displays at various district functions.

Section 8: The Retreat Chairman or co-chairmen shall be appointed by the President, with the approval of the Board of Directors, for one (1) year. This appointment shall be rotated zone to zone alphabetically. She shall serve as a resource person for planning and conducting retreats at the District or zone level.

Section 9: The Archivist-Historian shall be appointed by the President, with the approval of the Board of Directors, for a period of two years. She may be reappointed. She shall:

- A. keep a record of all pertinent items and happenings of the District LWML;
- B. send a biennial report to the IDE Archives, District LWML President, and LWML Archives;
- C. attend District Board meetings.

Section 10: The Public Relations Director shall be appointed by the President in the even-numbered years, with the approval of the Board of Directors, for a term of two (2) years, serving two (2) additional years as newsletter editor.

A. The Public Relations Director shall:

1. attend District Board meetings;
2. assist the Editor in preparing the IDE LWML newsletter material when requested;
3. send occasional articles to the IDE LCMS Newsletter and appropriate LCMS and secular publications concerning LWML (i.e., conventions, rallies, etc.);
4. be responsible for LWML displays in the District as needed;
5. publicize LWML news within the District;
6. arrange radio/television interviews and coverage;
7. serve as web page coordinator;
8. serve as a link between society, zone and national public relations committees.

B. The Newsletter Editor shall:

1. attend all District Board meetings and District functions as a reporter;
2. prepare copy for each issue [four (4) per year] of the IDE LWML newsletter;
3. see that a proof copy of each issue of the IDE LWML newsletter is sent to the District President and Counselors for correction and/or approval before publishing.

C. A Web Master shall be appointed in the even-numbered years for a term of two (2) years. She may be re-appointed. She shall:

1. serve under the Public Relations Director;
2. see that the web page is maintained.

Section 11:

- A. A parliamentarian shall be appointed by the President, with the approval of the Board of Directors, for a term of two (2) years. She may be reappointed.
- B. A District Convention parliamentarian shall be appointed by the President, with the approval of the Board of Directors. Members of the District LWML Board of Directors are not eligible for this appointment.

Section 12: The Member Development Committee shall consist of three (3) members whose three (3) year appointments shall be staggered. Each member of the committee shall serve as chairman in her third year. A new member shall be appointed each fall by the President with the approval of the Board of Directors. Appointments shall take effect the following January.

This committee shall:

- A. develop and distribute member development information to societies, encouraging them in the continued use of programs to improve society functioning and enhance leader development;
- B. be responsible for assisting the Young Women Representatives at the IDE LWML Conventions and the LWML Conventions;
- C. conduct seminars and training sessions at the society, zone and District levels as requested.

Section 13: Human Care Committee shall:

- A. consist of the Vice-President of Human Care acting as chairman, and two (2) Zone Presidents appointed by the President with approval of the Board of Directors;
- B. assist with duties and decisions regarding Human Care projects, e.g., ingatherings at district convention and zone rallies, if requested.
- C. help prepare a Human Care display for the LWML District Convention.

Section 14: Endowment Fund

- A. The IDE LWML shall have an endowment fund called "Iowa District East Lutheran Women's Missionary League Endowment Fund" (Fund).
- B. The purpose of the Fund is to receive gifts or bequests to make student aid available to all LCMS students in IDE who will be or are attending LCMS universities or seminaries and who intend to go into full-time church work.
- C. Governing Board and Officers
 - 1. The Endowment Fund Committee shall promote and manage the Fund through the IDE LWML Board of Directors and shall consist of the following members:
 - a. Vice President of Gospel Outreach as chairman - voting;
 - b. two (2) Zone Presidents, who are members of the Student Aid Committee - voting;
 - c. Treasurer - voting;
 - d. one (1) zone president, not a member of the Student Aid Committee, appointed by the President and approved by the Board of Directors - voting;
 - e. District President of LWML - non-voting;
 - f. Pastoral Counselor - non-voting.
 - 2. The Treasurer shall be responsible for receipts to and disbursements from the Fund. The Treasurer shall also maintain a complete and accurate book of accounts and provide a biennial report to the IDE LWML Convention.
 - 3. The Endowment Fund Committee shall make recommendations to the Board of Directors as to where the endowment funds shall be invested. They may select, without resolution, to place investments with the following:
 - a. LCMS Foundation, St. Louis, MO;
 - b. Lutheran Church Extension Fund, St. Louis, MO;
 - c. Thrivent Financial for Lutherans.
 - 4. The IDE LWML Treasurer shall be covered by the LCMS district's corporate fidelity bond.

5. No member of the Endowment Fund Committee shall engage in any self dealing or transaction with the Fund assets in which they have a direct or indirect financial interest or in any activity which may cause a conflict of interest within the Fund.
6. The Fund shall exist as long as IDE LWML exists or as long as the successor to IDE LWML exists. If there is no successor, the funds shall revert to IDE LCMS Student Aid Fund.
7. Use of the Fund and types of gifts accepted are listed below:
 - a. Interest income available from the Endowment Fund shall be used for student aid for LCMS students in IDE who will be or are attending LCMS universities or seminaries and who intend to go into full-time church work.
 - b. Gifts or bequests may be contributed to the Endowment Fund.
 - c. Terms of gifts should be consistent with the purpose of the Endowment Fund.
 - d. The committee will not accept a gift which may cause a financial hardship to LWML or to the Endowment Committee.
8. Fiscal Year
 - a. The Fund will coincide with LWML's fiscal year.
 - b. Annual distributions from the Fund shall be awarded to IDE students preparing for full-time church work.
9. Duties
 - a. The Endowment Fund Committee shall meet quarterly as needed, or at least once a year.
 - b. Gifts, bequests, and contributions from individuals, firms, or corporations, in money, securities, or in other forms of property shall be received, accounted for, and invested in accordance with the "Prudent Man Rule."
 - c. The Endowment Fund Committee shall rely on the advice of the LCMS Foundation's Gift Planning Counselor and his/her staff as to the acceptability of gifts.
 - d. Receipts to donors shall be processed as soon as possible.
10. The following powers are vested with the Endowment Fund Committee:
 - a. accept/decline and receipt any transfer of property to the Fund;
 - b. hold property, negotiate, and execute documents on behalf of the Fund;
 - c. protect property in the Fund with insurance against damage, loss or liability.
 - d. establish accounts for the Fund;
 - e. employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, other agents, and employees.
11. Any amendments which will change, alter, or amend the purpose for which this Fund is established, require a two-thirds (2/3) majority vote at the IDE LWML Biennial Convention.

Section 15: The Student Aid Committee shall consist of the Vice President of Gospel Outreach as chairman, two (2) Zone Presidents appointed by the President, with the approval of the Board of Directors, with one (1) of the Pastoral Counselors serving in an advisory capacity. The Committee shall:

- A. receive and evaluate requests for tuition assistance;
- B. award scholarships.

Section 16: The Mission Grants Committee shall consist of the Vice President of Gospel Outreach as Chairman, and two (2) Zone Presidents appointed by the President, with the approval of the Board of Directors and one (1) Pastoral Counselor serving in an advisory capacity. The Committee shall:

- A. review and study grant proposals;

- B. prepare ballots for the District LWML Convention.

Article XIV

OFFICIAL PUBLICATIONS

Section 1: The local society shall, whenever possible, use the resources published by the LWML.

Section 2: The IDE LWML Board shall publish an official District newsletter.

Section 3: Subscriptions and changes for the *Lutheran Woman's Quarterly* and the IDE LWML newsletter should be sent to the District Vice President of Communication.

Article XV

GRANT PROCEDURE

Section 1: The District LWML Convention shall adopt mission grants with payment to be completed in that biennium. The Convention body may extend the time for two (2) more years in case of extenuating circumstances. Grant funds not used within period of four (4) years from the time of adoption shall be returned to the District LWML treasury for reallocation at the next convention.

Section 2:

- A. Zones, societies, or individuals shall send grant proposals to the District Vice President of Gospel Outreach following the Mission Grants Committee guidelines.
- B. The Mission Grants Committee Chairman shall send a copy of each grant proposal to the District LWML President, the two (2) members of the Mission Grants Committee, and the two (2) District Pastoral Counselors at least one (1) week before the committee meets.
- C. The grant proposals shall then be submitted to the District LWML Board of Directors for study and approval.
- D. The grant proposals selected by the District LWML Board, with the approval of the IDE LCMS Office, shall be published prior to the District LWML Convention in the IDE LWML newsletter and also in the IDE LCMS publication.
- E. The approved grant proposals with pertinent information shall be presented to the District LWML Convention.
- F. Individuals or organizations receiving funds allocated at a District LWML Biennial Convention may not appear on the ballot at an ensuing convention for identical proposals. This restriction shall not apply to ongoing Student Aid grants.

Section 3: The delegates in convention shall select mission grants from the mission grant ballot.

Article XVI

FINANCES

Section 1: Contributions

- A. Mites gathered through the Mite Box and other voluntary offerings shall be remitted to the District LWML Financial Secretary. Zones are encouraged to contribute surplus funds to the District LWML. The District shall furnish Mite Boxes without charge.
- B. The societies shall forward offerings at least quarterly to the District LWML Financial Secretary. The remittances shall be accompanied by vouchers supplied by the District Financial Secretary to each

society treasurer.

- C. The District LWML Treasurer shall keep seventy-five percent (75%) of the Mite Box™ offerings for the District LWML treasury and shall send twenty-five percent (25%) of these offerings to the LWML Treasurer.
- D. The contribution to the District LWML treasury of any surplus funds raised by the host zone while hosting the District LWML Convention shall be left to the wishes of the zone involved, remembering, however, the importance of District LWML grants. Any deficit incurred in hosting the District LWML convention shall be the responsibility of the involved zone.
- E. Any monetary gifts other than mite offerings shall be designated as to use. Non-designated gifts shall be placed in the District LWML treasury for approved disbursements.

Section 2: Expenditures

- A. The District LWML shall pay the traveling expenses of the fall rally speaker or substitute and each zone shall give the speaker an honorarium.
- B. Mileage and necessary meals shall be paid from the District LWML treasury to the elected District officers, Zone Presidents, District LWML Counselors, and appointed committee members for attendance at all official meetings.
- C. Special committees serving in their official capacity shall be paid mileage.
- D. For the District Convention the District LWML shall allow each member of the LWML Board of Directors, appointed chairmen and their committees, and the District LWML Convention chairman, registration fees, meals, lodging, and mileage.
- E. Any gifts, tips, etc., shall be an individual matter.
- F. Convention speakers engaged by the District LWML shall be paid from the District LWML funds.
- G. The District LWML shall pay the expenses of the Junior Counselor to the LWML Convention.
- H. The District LWML shall pay the expenses of the District LWML President to the LWML Convention.
- I. The District LWML shall pay the expenses of the District Young Women Representative(s) to the LWML Convention.
- J. All District LWML Board members and appointed committee chairmen shall be encouraged to attend the LWML Convention. Those who receive no other monetary assistance shall be partially subsidized from the District LWML treasury upon request.
- K. Any extra or unauthorized expenses in excess of \$50.00 must be approved by the District LWML Board of Directors. In a time-limited situation, action may be taken by the Executive Committee.

Article XVII

FISCAL YEAR

The District LWML's fiscal year shall be from May 1 to April 30 inclusive.

Article XVIII

PARLIAMENTARY AUTHORITY

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

Article XIX AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the delegates present and voting at any regular convention of the District LWML, provided the proposed amendments have been presented at a previous meeting of the District LWML Board of Directors, reviewed by the LWML Structure Committee, distributed to each society at least two (2) months before the time of the District LWML Convention, and provided they do not conflict with the doctrinal position of the LCMS.

Standing Rules

Rule 1. Societies are requested to send the names of any local or district speakers to the Rally and Speaker Coordinator.

Rule 2. At District Conventions, to conserve time, the following may be done: shorten the opening devotional service, allot a definite time to the speakers, print the reports of all District LWML officers and committees in the convention manual, and dispense with the reading of same.

Rule 3. There may be two (2) offerings at the District LWML Convention.

Rule 4. Delegates to the LWML convention shall be invited to report to each society or combination of societies within the zone.

Rule 5. Secretaries of societies shall keep a record of the names and addresses of the officers and Pastoral Counselors serving on the zone, district, and national levels of the LWML, as well as copies of bylaws at these levels.

Rule 6. The main purpose of missionary speakers shall be to furnish knowledge and inspiration for mission activities rather than to promote immediate contributions.

Rule 7. The District LWML Board of Directors will not hear requests for funds or grant promotions at Board meetings.

Rule 8. Current LWML rates for mileage shall be allowed for traveling expenses, and \$3.00 per meal shall be allowed.

Rule 9. It is recommended that candidates for the office of District LWML President should have previously served as an elected officer of the District LWML Board.

Rule 10. Zones shall conduct two (2) rallies annually for the purpose of inspiration and education.

Rule 11. It is recommended that, if possible, a representative of the District LWML Board attend zone rallies. The District LWML President and/or any other representative from the District LWML Board shall receive reimbursement for mileage and meal, if not otherwise provided.

Rule 12. The District LWML shall assist the zones in paying the expenses of zone delegates to the LWML convention, if necessary.

Rule 13. Handbooks shall be purchased for District LWML officers and committee chairmen and passed on to their successors.

Rule 14. District LWML Conventions shall be hosted by the zones in alphabetical order.

Rule 15. It is recommended that anyone desiring to bring any business or resolution before a convention shall submit it in writing to the District LWML President at least two (2) weeks prior to the convention.

Rule 16. The District LWML Board shall be fiscally responsible in the stewardship of all mite contributions and gifts.

Rule 17. An outreach and inreach budget shall be adopted at the District LWML Convention for the next biennium.