

# **Lutheran Women’s Missionary League Nebraska North District Bylaws**

## **Table of Contents**

Article I	Name	Page 2
Article II	Object	Page 2
Article III	Members	Page 2
Article IV	Structure	Page 2
Article V	Conventions and Representation	Page 3
Article VI	Officers and Elections	Page 4
Article VII	Duties of Elected Officers	Page 4
Article VIII	Nominations	Page 7
Article IX	Special Appointed Personnel	Page 8
Article X	Standing Committees	Page 9
Article XI	Pastoral Counselors	Page 11
Article XII	Board of Directors	Page 12
Article XIII	Executive Committee	Page 12
Article XIV	Official Publication	Page 13
Article XV	Mission Grants	Page 14
Article XVI	Resolutions	Page 14
Article XVII	Memorials, Thank Offerings and Special Gifts	Page 14
Article XVIII	Finances	Page 14
Article XIX	Fiscal Year	Page 15
Article XX	Emergency Action	Page 15
Article XXI	Parliamentary Authority	Page 15
Article XXII	Amendments	Page 15

Date District became a member of LWML--October 30, 1942

Date of Original Bylaws—October 30, 1942

Amended – June 1, 2002

Date official name of District became Nebraska North – March 24, 2012

Date of these amendments to Bylaws – June 20, 2014

# Nebraska North District Bylaws

## Article I – Name

The name of this organization shall be Lutheran Women’s Missionary League Nebraska North (hereinafter referred to as District), a subordinate organization of the Lutheran Women’s Missionary League. The Lutheran Women’s Missionary League (hereinafter referred to as LWML) is an integrated auxiliary of The Lutheran Church Missouri Synod (hereinafter referred to as LCMS).

## Article II – Object

The object of this organization is to:

- a. develop and to maintain a greater mission consciousness among the women of the district through mission education, mission inspiration, and mission service,
- b. gather funds for mission grants, especially those for which no adequate provision has been made in the LCMS budget.

## Article III – Members

### Section 1 - Society

A woman who is a communicant member of an LCMS congregation is eligible for membership in a society.

- a. Women’s organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as societies.
- b. One (1) or more societies affiliated with the LWML from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit for the purpose of representation at National and District Conventions.
- c. Societies formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in an LCMS congregation shall be eligible for membership upon acceptance by the respective LWML district.
- d. Membership in the District shall be processed by:
  1. Submitting an approved resolution for membership;
  2. Securing the approval of the local congregation; and
  3. Applying for a Certificate of Membership from the District President.

### Section 2 – Individual

Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the District or National levels. Application for individual membership shall be made directly to the district president.

## Article IV – Structure

### Section 1

The Lutheran Women’s Missionary League Nebraska North District shall be divided into areas called zones, which shall coincide geographically with LCMS district circuits as much as possible. Realignment of a zone shall be approved by the District Board of Directors.

The zones shall:

- a. Promote the object of the LWML – mission education, mission inspiration and mission service.

- b. Select delegates for the purpose of representation at the biennial LWML convention as prescribed by the LWML bylaws.
- c. Adopt their own bylaws, which shall be in conformity with the object and basic principles of the National and District LWML. These zone bylaws and all amendments thereto shall be submitted to the District Structure Committee for approval before being presented to the membership for final adoption.
- d. Have a voice and vote on the District Board of Directors through their Zone President.
- e. Alphabetically host the District LWML Convention and District LWML Retreat.

Section 2

The District shall write its own bylaws that conform to the object and basic principles of the Articles of Incorporation and Bylaws of the Lutheran Women’s Missionary League. The bylaws and any subsequent proposed amendments shall be submitted with the required number of copies to the LWML Structure Committee Chairman for approval by the LWML Structure Committee, before being presented to the District membership for adoption.

Section 3

The District shall be under the guidance of the Nebraska LCMS District.

**Article V – Conventions and Representation**

Section 1

- a. A convention for the purpose of transacting the business of the District shall be held biennially in the even-numbered years at a time and place determined by the Board of Directors.
- b. The official call to convention shall be published in the official District publication at least 6 months prior to convention.

Section 2

The voting body of the convention shall be:

- a. Two (2) certified delegates from each society;
- b. Elected District officers and zone presidents; and
- c. Past District Presidents who are currently members of the District LWML

Section 3

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

Section 4

- a. Each certified delegate shall have a certified alternate.
- b. In the event neither the delegate nor the alternate is able to serve, a member of the society may serve as a delegate upon certification in a written letter by the Society President on presentation to the Recording Secretary.
- c. Zone presidents may not serve as society delegates.

Section 5

The credentials of the delegates shall be in the hands of the Recording Secretary at least two (2) weeks- prior to convention.

Section 6

A majority of the registered voting body present shall constitute a quorum.

## **Article VI – Officers and Elections**

### **Section 1**

- a. The elected officers shall be President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Vice President of Human Care and Vice President of Servant Resources, Recording Secretary, Financial Secretary and Treasurer.
- b. All elected officers shall be voting members of the Executive Committee, the Board of Directors and at the District conventions.

### **Section 2**

- a. The elected officers shall be elected by ballot at the convention to serve for a term of four (4) years or until their successors are elected, and shall not be eligible for reelection to the same office.
- b. The election of officers shall be as follows:
  - (1) The President, Vice President of Gospel Outreach, Vice President of Servant Resources, and Treasurer shall be elected at one convention.
  - (2) The Vice President of Christian Life, Vice President of Communication, Vice President of Human Care, Recording Secretary and Financial Secretary shall be elected at the following convention.
  - (3) A majority vote shall elect.
  - (4) In the event that there are three (3) or more candidates for office and a majority vote has not been reached after one (1) ballot has been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.
- c. Officers shall be installed prior to adjournment of the convention and shall assume their duties at once.
- d. Retiring officers shall deliver all materials and funds pertaining to their office to their successors within forty-five (45) days following the close of the convention.

### **Section 3**

- a. In the event of a vacancy of an elected or appointed office, the District Executive Committee will fill the vacancy, except in the office of President (Art. VII, sec. 6)
- b. Any officer may be removed from office prior to the expiration of her term of office by the District Board of Directors by a vote of three-fourths (3/4) of all members of the board, provided that the members of the board (including the individual officer involved) shall be notified at least ten (10) days prior to the board meeting any such action is completed, and the individual officer involved shall be afforded the opportunity to be heard at such meeting.

## **Article VII – Duties of Elected Officers**

### **Section 1**

The President shall:

- a. preside at all conventions of the District and at all meetings of the Board of Directors and the Executive Committee;
- b. be an ex-officio member of all committees except the Nominating Committee;
- c. be responsible for appointing standing committees, appointed officers, special appointed personnel and special committees with the approval of the Executive Committee;

- d. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Recording Secretary subsequently being forwarded to the Treasurer for issuance of checks;
- e. serve as a member of the LWML Board of Directors, attend the LWML Board of Directors meetings and present a report of these meetings to the District Board of Directors;
- f. be responsible for the execution of resolutions passed by the convention body, Board of Directors and Executive Committee;
- g. present a report to each regular meeting of the District Executive Committee and the Board of Directors;
- h. present a report to the District convention;
- i. perform other duties as set forth in the District Leader's Manual;
- j. be an authorized signatory of the District bank account

### 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. be the chairman of the Christian Life Committee;
- b. serve as a coordinator for the District Retreat;
- c. present a report at each regular meeting of the Board of Directors and Executive Committee;
- d. present a report to the District convention, including department activities;
- e. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

### 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. be chairman of the Communication Committee;
- b. keep an up-to-date directory of District Board of Directors, distributing copies as appropriate;
- c. maintain the District Display and attend events to promote information contained in the display.
- d. coordinate the production of an annual Nebraska North District Directory with the Recording Secretary.
- e. present a report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a report for the convention, including department activities;
- g. perform other duties as set forth in the District Leader's Manual and as requested by the President.

### 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. be chairman of the Gospel Outreach Committee;
- b. receive mission grant proposals for the District convention ballot;
- c. present to the Executive Committee for approval, the grant proposals chosen to be on the District ballot;
- d. requisition and disburse mission grant funds and monitor the progress of each adopted mission grant until completion;
- e. present a report to each regular meeting of the Board of Directors and Executive Committee;

- f. present a report to the District convention, including committee activities;
- g. perform other duties as set forth in the District Leader's Manual and as requested by the President.
- h. chair the grant evaluation and selection meeting
- i. prepare the mission grants ballot(s) for the convention
- j. prepare an impartial presentation of the approved proposed grants for the convention

#### 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. be chairman of the Human Care Committee;
- b. coordinate all aspects of convention ingatherings;
- c. present a report to each regular meeting of the Board of Directors and Executive Committee;
- d. serve as Crisis Response coordinator for the district
- e. present a report for the convention, including Committee activities;
- f. perform other duties as set forth in the District Leader's Manual and as requested by the President.

#### 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 an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors;
- b. be chairman of the Servant Resources Committee;
- c. present a report to each regular meeting of the Board of Directors and Executive Committee;
- d. serve as liaison to the host zone District Convention Planning Committee;
- e. present a report to the District convention, including Committee activities;
- f. perform other duties as set forth in the District Leader's Manual and as requested by the President.

#### Section 7

The Recording Secretary shall:

- a. record the convention proceedings and meeting minutes of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors with a copy of all minutes of the Board of Directors and Executive Committee meetings;
- c. post the approved minutes of the convention to the District Website;
- d. keep an up-to-date record of motions requiring continuing action to be recorded as standing rules;
- e. coordinate the production of an annual Nebraska North District Directory with the Vice President of Communications;
- f. receive credentials of delegates prior to the convention;
- g. present a report to each regular meeting of the Board of Directors and Executive Committee;
- h. present a report for the convention;
- i. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Section 8

The Financial Secretary shall:

- a. receive all money and deposit it in a financial institution approved by the Executive Committee;
- b. keep an itemized account of all receipts and send a report to the President and Treasurer;
- c. submit books for financial review prior to the District Convention or upon request of the Executive Committee;
- d. serve on the Special Gift Fund Committee;
- e. present a financial report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a financial report for the convention;
- g. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Section 9

The Treasurer shall:

- a. keep an itemized account of all receipts and disbursements;
- b. make all payments authorized by the District convention, Board of Directors or the Executive Committee and approved by the President and Recording Secretary;
- c. remit twenty-five (25) percent of the Mite offerings to LWML each month;
- d. submit books for financial review prior to the District convention or upon request of the Executive Committee;
- e. serve on the Special Gift Fund Committee and serve as its chairman;
- f. present a financial report to each regular meeting of the Board of Directors and Executive Committee;
- g. present a financial report to the District Convention;
- h. perform other duties as set forth in the District Leader's Manual and as requested by the President

**Article VIII – Nominations**

Section 1

- a. A Nominating Committee of five (5) members shall be elected by ballot at each District convention from a slate of candidates, one from each zone. 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. The candidate receiving the next highest number of votes shall fill a vacancy on the committee.
- d. The committee may attend the Board of Directors' meetings at the request of the President.
- e. The Immediate Past District President shall serve in an advisory capacity to the Nominating Committee for the four (4) years immediately following her term as District President.

Section 2

The Nominating Committee shall:

- a. submit the names of at least two (2) candidates, if possible, for each elective office to be filled;

- b. select candidates who have been active LWML members for at least two (2) years and have served as officers of their societies;
- c. select candidates for President who have served as a zone president or as an elected member of the District Executive Committee;
- d. submit candidates for Pastoral Counselor (see Article XI);
- e. submit candidates for the Nominating Committee;
- f. obtain written consent of all nominees to serve if elected;
- g. submit resumes of nominees to be sent to all societies and delegates prior to convention;
- h. submit resumes of nominees to be published in the convention manual;
- i. prepare printed ballots with the names listed for each position in alphabetical order.

### Section 3

- a. Suggestions for nominations for elective office may be made by member societies or individual members. Completed nomination and consent forms shall be submitted to the Nominating Committee.
- b. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured that she meets the stipulated qualifications for office and that a written biographical sketch is provided.

### Section 4

The Nominating Committee shall present to the President names of qualified persons for appointed positions.

## **Article IX – Special Appointed Personnel**

### Section 1

The appointed personnel shall be Archivist-Historian, Meeting Manager/Planner, Parliamentarian, and Scholarship Chairman.

They shall be appointed by the President following the convention with the approval of the Executive Committee and shall:

- a. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- b. be members of the District LWML;
- c. be advisory members of the Board of Directors and Executive Committee;
- d. be responsible to the President;
- e. present a written report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a written report to the District convention.

### Section 2

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical significance to the District;
- b. write a history of the activities of the District for the biennium;
- c. encourage the appointment of an Archivist-Historian in each zone and assist them in preserving their history.

### Section 3

The Meeting Manager/Planner shall:

- a. provide for the physical well-being of participants by assisting the President, Planner and other District Officers in developing and administering the meeting service support as needed for District meeting functions;
- b. make necessary arrangements for food, lodging, and meeting rooms before and during District meeting functions;
- c. serve as liaison in handling any questions with facilities or other arrangements;
- d. develop and administer meeting service support for conventions, retreats, District Board meetings and other District events;
- e. serve as liaison between District and zone in preparation of district conventions and retreats;
- f. determine with the District Board of Directors of the site of the District convention;
- g. provide a written report for the Convention manual.

### Section 4

The Parliamentarian shall:

- a. serve as an advisor on parliamentary procedure upon request;
- b. serve as an ex-officio member of the Structure Committee.

### Section 5

The Scholarship Chairman shall:

- a. promote the scholarship program;
- b. respond to questions about the scholarship program;
- c. serve as a liaison between the District LWML and the Nebraska District Student Aid Committee.

### Section 6

The President may appoint additional special personnel when she deems it necessary to carry on the work of the District. The Executive Committee and President will determine the responsibility of the person or committee appointed.

## **Article X – Standing Committees**

### Section 1

- a. The Standing Committees shall be Christian Life, Communication, Gospel Outreach, Human Care, and Servant Resources, with a vice president serving as chairman of each committee.
- b. Standing Committee members shall:
  - (1) be appointed by the President with the approval of the Executive Committee;
  - (2) serve as coordinators of continuing programs and activities of the District and correlate to Standing Committees of the LWML;
  - (3) serve as non-voting members of the Board;
  - (4) serve a term of four (4) years or until their successors are appointed and may be eligible for one (1) reappointment.

### Section 2

The Christian Life Committee shall include the Vice President of Christian Life and two members. Responsibilities include:

- a. maintain and publicize a list of approved speakers to serve as resource persons for society and zone activities.

- b. inform members of a variety of resources suitable for use by individual members and for use at women's activities and events;

### Section 3

The Communication Committee shall include the Vice President of Communication as chairman, the Media and Marketing Coordinator, the Editor of the organizational official publication, and the Webmaster.

- a. The Media and Marketing Coordinator shall:
  - (1) produce, for use within the organization, publicity and promotional materials related to the program and work of the LWML;
  - (2) promote and market LWML products;
  - (3) coordinate the publicity and promotion of District convention and retreat.
- b. The Editor shall:
  - (1) be responsible for the content, publication, and mailing of the official District publication;
  - (2) be responsible for any District pictures;
- c. The Webmaster shall:
  - (1) provide for the design and maintenance the official website of the district
  - (2) provide a report for the convention manual

### Section 4

The Gospel Outreach Committee shall include the Vice President of Gospel Outreach as chairman.

The Committee of one (1) or more members shall:

- a. encourage and equip women to share the Gospel with all people;
- b. provide materials that will help Christians proclaim the Good News;
- c. submit mission grant applications to the LCMS District President for review;
- d. select the mission grant proposals to appear on the ballot, with approval of District Board of Directors, to be presented at the District convention;
- e. prepare the mission grants ballot for the convention and present an impartial presentation prior to vote by delegates

### Section 5

The Human Care Committee shall include the Vice President of Human Care as chairman. The committee of one (1) or more members shall:

- a. encourage active participation in caring service in the church, community, and world;
- b. plan programs for training in caring service work;
- c. present suggestions and offer advice for developing caring service opportunities in the district, zones and societies.

### Section 6

The Servant Resources Committee shall include the Vice President of Servant Resources as chairman, the Structure Coordinator, and YWR, Teen Task Force and Heart to Heart representatives.

- a. The Structure Coordinator and one (1) or more assistants, shall:
  - (1) examine and evaluate the bylaws of the District;

- (2) submit proposed changes to the Executive Committee and the LWML Structure Committee for approval;
  - (3) submit proposed amendments or revisions to the District convention, and distribute District bylaws to all societies and to the Board of Directors;
  - (4) submit the required number of copies of adopted bylaws to the LWML Structure Committee for filing;
  - (5) Make approved bylaws available on the website
  - (6) receive and examine zone and society bylaws and amendments and approve those not in conflict with the bylaws of the District and LWML;
  - (7) be responsible for keeping the District Leader's Manual current.
- b. YWR
    - (1) Consisting of two or more members
    - (2) Encourage young women to join and participate in LWML
  - c. Teen Task Force
    - (1) Encourage teens and pre-teens to join and participate in the LWML
  - d. Heart to Heart
    - (1) Encourage, motivate, equip, and ensure opportunities for women of diverse ethnic groups to serve the church and witness the work of the LWML.

## **Article XI – Pastoral Counselors**

### Section 1

The Pastoral Counselors shall be two (2) pastors of the LCMS who are serving within the LWML District, and preferably have served as Zone Pastoral 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, with the previously elected pastor being the Senior Counselor.

### Section 2

The Nominating Committee shall:

- a. obtain nominations for Pastoral Counselors by June 30 in the odd-numbered years;
- b. submit names of these nominees to the LCMS District President for approval;
- c. obtain written consent and a biography from each nominee approved by the LCMS District President;
- d. submit names of approved nominees to the Board of Directors, who select two (2) by plurality vote.

### Section 3

Pastoral Counselors shall:

- a. serve the LWML District in an advisory capacity;
- b. attend the District convention, meetings of the Board of Directors and Executive Committee as non-voting members;
- c. serve as spiritual leaders to the officers and members of the LWML within the District;
- d. prepare devotions and worship services as requested;
- e. serve as doctrinal advisers to committees as assigned by the President;
- f. provide training and support for the Zone Pastoral Counselors.

### Section 4

The counselor serving in the first or second year of his term shall attend the LWML convention, with necessary expenses paid by the District.

### Section 5

In the event of a vacancy, the Executive Committee, with the approval of the LCMS District President shall appoint a counselor to fill the remaining term.

## **Article XII – Board of Directors**

### Section 1

- a. The Board of Directors shall consist of the elected officers, appointed personnel, and Zone Presidents. No member shall hold more than one voting position on the Board of Directors. The Pastoral Counselors and standing committee members shall be advisory members.
- b. When a Zone President is unable to attend a Board of Directors meeting or a District convention, a selected Zone representative shall be authorized to attend as the Zone's representative and shall have a voice and vote. Notification of the substitute's name shall be given to the District President as early as possible.

### Section 2

- a. Regular meetings of the Board of Directors shall be held twice a year with the time and place to be determined by the President.
- b. Special meetings of the Board of Directors may be called by written request of five (5) voting members of the Board of Directors.
- c. A pre-convention meeting shall be held in the convention city.
- d. A majority of the voting members present shall constitute a quorum.
- e. In case of emergency, action may be taken by surface mail, telephone, electronic mail or fax.

### Section 3

The Board of Directors shall:

- a. transact the business of the District between conventions;
- b. carry out the business of the District approved in convention;
- c. consider proposed bylaws, recommendations, resolutions and appeals for presentation to the convention;
- d. determine time and place of the convention;
- e. promote the work and program of the LWML;
- f. elect a President in the event a vacancy occurs in that office. The vacancy shall be filled by a ballot vote. The candidates eligible to fill the vacancy shall be the current five (5) Vice Presidents;
- g. ratify membership of societies and individuals;
- h. approve the proposed mission grant goal for presentation to the convention voting body for ratification.

## **Article XIII – Executive Committee**

### Section 1

The Executive Committee shall be the elected officers. The appointed personnel, Pastoral Counselors, and members of standing committees shall be advisory members.

## Section 2

- a. The Executive Committee shall meet twice a year at the call of the President. In case of any emergency, the committee may take action by surface mail, telephone, electronic mail or fax.
- b. Special meetings of the Executive Committee may be called by written request of three (3) voting members of the committee.
- c. A majority of the voting members present shall constitute a quorum.

## Section 3

The Executive Committee shall:

- a. transact the necessary business between meetings of the Board of Directors;
- b. evaluate, promote and coordinate activities of the District in relation to the object of the LWML and initiate programs to meet the needs of the membership;
- c. plan and supervise the program of the convention;
- d. approve the financial institution for deposit of funds by the Financial Secretary and Treasurer;
- e. determine the amount of bonds of those who are authorized to receive or disburse funds;
- f. approve appointed officers and committee appointments;
- g. fill vacancies occurring in the elected offices, except the office of President;
- h. approve proposed mission grants for the District convention ballot;
- i. approve all exhibits at District functions.

## **Article XIV - Official Publication**

### Section 1

The official publication of the District shall be edited and produced by the Editor and staff and be published quarterly. The official publication shall be made available to all members of the District. Courtesy copies may be provided at the discretion of the Communication Department with approval of the Executive Committee.

### Section 2

The purpose of the official publication shall be:

- a. to promote the object of LWML;
- b. to provide information about the programs and activities of LWML, District officers and committees, zones and societies.

### Section 3

The Editor and publication staff shall have editorial privileges.

### Section 4

The subscription rate shall be determined by the Executive Committee.

### Section 5

Societies shall order the desired number of copies of the official publication at the same time and in the same manner as the LWML publication is ordered. Individual subscriptions shall be ordered directly by contacting the Editor. All funds for subscriptions to the LWML and/or District official publications shall be remitted to the Financial Secretary.

## **Article XV – Mission Grants**

### Section 1

- a. Mission grant proposals may be submitted by individual members, Societies, Zones and the Nebraska LCMS District Mission committee.
- b. Proposals for the mission grants shall be submitted to the Vice President of Gospel Outreach by December 1 in the odd numbered years.
- c. The proposed mission grants selected for vote during convention shall be sent to the Society Presidents prior to convention for sharing with Society members.

### Section 2

The Vice President of Gospel Outreach shall submit the mission grant proposals to the LCMS District President for evaluation. After approval from the LCMS district officers, the Mission Grants committee shall select the mission grant proposals to appear on the convention ballot and submit them for approval of the Executive Committee.

### Section 3

- a. Funds voted for a mission grant must be disbursed or put into use within two (2) fiscal biennia, the biennium in which the grant was approved and the following biennium. The convention may extend the time for one (1) biennium in the case of extenuating circumstances.
- b. In the event that changes in the mission grant plans occur after the recipients have been selected in convention, the Board of Directors shall be authorized to take necessary action.

## **Article XVI – Resolutions**

### Section 1

Miscellaneous resolutions and appeals other than for mission grants may be presented to the convention by zones or societies. Such resolutions shall be sent to the President by May 1 of the convention year.

### Section 2

Resolutions not received by the prescribed time may, by two-thirds (2/3) vote of the Board of Directors, be presented to the convention for consideration.

## **Article- XVII - Memorials, Thank Offerings and Special Gifts**

### Section 1

Memorial and thank offering money designated to the District will be allocated to mission endeavors at the discretion of the Board of Directors.

### Section 2

Special gifts of money, property, or bequests and devises under wills and trusts will be placed in the Special Gift Fund. The Special Gift Fund Committee shall maintain and manage this fund according to guidelines approved by the Board of Directors.

## **Article XVIII – Finances**

### Section 1

- a. Mite offerings shall be gathered in societies, using the Mite Boxes or other means.
- b. Mite offerings shall be remitted to the District Financial Secretary at least quarterly.
- c. The District Treasurer shall remit twenty-five (25) percent of the mite offerings to LWML at least quarterly for approved mission grants and the administration of LWML.

- d. The District shall retain seventy-five (75) percent of the mite offerings for approved mission grants and administration of the District.

### Section 2

The expenses of meetings of the Board of Directors, Executive Committee, officers, committees and other routine administration expenses incurred in the management of the District shall be paid from the District treasury.

### Section 3

- a. Delegates and guests to the District convention shall pay a registration fee determined by the Convention Committee and the Executive Committee, and approved by the Board of Directors.
- b. Societies shall be encouraged to pay the registration fee, lodging, meals and travel costs for delegates to the convention.
- c. Distribution of offerings received at the convention shall be determined by the Board of Directors.

### **Article -XIX – Fiscal Year**

The fiscal year of the District shall be from April 1 to March 31 inclusive. The financial officers shall adhere to these dates in closing their books.

### **Article -XX – Emergency Action**

In the event of any great emergency 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 the vote may be taken by surface mail, telephone, electronic mail, or fax. In the event the convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting the routine convention business. Such procedure shall be approved by the Board of Directors.

### **Article XXI – 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 bylaws, standing rules, guidelines or Christian principles.

### **Article XXII – Amendments**

#### Section 1

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

#### Section 2

- a. These bylaws may be amended by a two-thirds (2/3) vote at the convention. The proposed amendments shall have been presented for approval to the LWML Structure Committee and the Board of Directors and distributed to all societies prior to convention.
- b. By unanimous vote a proposed amendment may be presented to convention without prior notice. A three-fourths (3/4) vote shall be required for adoption.