Pacific Southwest District
Lutheran Women's
Missionary League
Bylaws

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Lutheran Women's Missionary League
Pacific Southwest District

Article I – Name

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

Article II – District Organizations

Section 1
Women's organizations within the congregations within the boundaries of the LCMS District may make application for membership in the LWML District by indicating in writing to the District Recording Secretary or President their compliance with the bylaws of the District and their desire to adopt the LWML object of mission education, mission inspiration, mission service, and mission grants.

Section 2

a. The unit of membership shall be a women's group within LCMS congregations, on campuses, in resident homes, or other single setting within the boundaries of this District.
b. Units from other districts with geographical proximity to the District may be accepted as members upon approval of the Board of Directors of both districts.
c. Any woman who is a communicant member of her congregation and who participates by promoting the object of the LWML is eligible for membership in the LWML.
d. Wherever there are two (2) or more women's groups within a congregation or other single setting, they shall be considered as one (1) unit.
e. Individual membership is available to a woman in an LCMS congregation or other single setting with or without a unit affiliated with the LWML. Individual membership is not considered a unit.
f. Women who hold membership in an LCMS congregation may form a group in a setting other than a congregation, campus, or a resident home upon approval of the District Executive Committee. The central location of the group shall determine zone membership.

Section 3

a. Each unit within the District shall be allowed two (2) delegates to the biennial convention of the District. (Article IV, Section 2)
b. In churches that do not have a unit/group, but have individual memberships, that church shall be allowed one vote at the biennial convention of the District.

Section 4
All regular LWML mission offerings in the groups within the District shall be received from Mite Boxes or freewill offerings. These offerings shall be submitted at least quarterly to the District Financial Secretary.

Section 5
The District shall remit twenty-five percent (25%) or more of such regular mission offerings to the LWML at least four (4) times each year for the approved LWML mission grants and the administration of the LWML.

Section 6
The groups within the District shall order from the District *Quarterly* Chairman the desired number of copies of the official LWML magazine (hereinafter referred to as the *Quarterly*) for distribution to their members. The District shall order the desired number of copies and remit payment for same to the LWML office. (See Article XIV, Section 2)

Section 7
The District shall assume the cost of sending representation to the LWML-sponsored training workshops.

Section 8
The District shall be under the supervision of the LCMS Pacific Southwest District (hereinafter referred to as the LCMS District).

Article III – Zone Organization

Section 1
Units of the District shall unite to form zone organizations. The territory of these zones may coincide with the LCMS District circuits. Variation in boundaries shall be referred to the Board of Directors for decision.

Section 2
Each zone shall be allowed one (1) accredited delegate to the biennial convention of the LWML for ten (10) or fewer units, and one (1) additional delegate for each ten (10) additional units or major fraction thereof. Delegates are to be selected as provided by the zone bylaws. A major fraction is six (6) units or more.

Section 3
Each zone shall be organized to promote Christian fellowship and to further the educational, inspirational, and service objectives of the LWML.

Section 4
Each zone shall adopt its own bylaws, which shall conform to the bylaws of the District Zone bylaws and all proposed amendments shall be submitted to the District Structure Committee following the guidelines set forth in the *District Leaders Manual.*

Article IV – Conventions and Representation

Section 1

a. A District convention shall be held biennially in the even-numbered years at a place determined by the convention or Board of Directors.
b. Zones shall extend invitations to host District conventions, to the District President, in the odd-numbered years three (3) years prior to the proposed date of the convention.
c. The Executive Committee shall approve the invitations from zones with adequate facilities and personnel to host the convention.
d. Qualifying zones shall present invitations to the District according to the guidelines in the D*istrict Leaders Manual.*

Section 2
Members of the convention who shall have voice and vote therein shall be:

a. Two (2) accredited delegates from each unit of the District. In churches that do not have a unit/group, but have individual memberships, that church shall be allowed one vote at the biennial convention of the District;
b. Voting members of the Board of Directors;
c. Past Presidents of the District who are currently LWML members residing within the District;
d. Past Presidents of any LWML District who are currently LWML members residing within the Pacific Southwest District.

Section 3

a. Each accredited unit and zone delegate shall have an alternate to the District convention.
b. The name of the delegate and her alternate shall be presented to the convention Credentials Chairman, certified by the society president and pastor, and according to the *District Leaders Manual.*

Article V – Officers

Section 1
The elected officers shall be as follows:

- President
- Vice President of Special Focus Ministries
- Vice President of Christian Life
- Vice President of Gospel Outreach
- Vice President of Organizational Resources
- Vice President of Communications
- Recording Secretary
- Financial Secretary
- Treasurer
- Chairman of Nominating Committee

They shall be active members of LWML.

Section 2

a. The elected officers shall be elected by ballots at the District biennial 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. The Nominating Committee is elected for two(2) years.
b. The election of officers shall be as follows:
    1. The President, Vice President of Christian Life, Vice President of Communications, Vice President of Special Focus Ministries, Financial Secretary, and one (1) Pastoral Counselor shall be elected in one (1) convention.
    2. The Vice President of Organizational Resources, the Vice President of Gospel Outreach, Recording Secretary, Treasurer, and one (1) Pastoral Counselor, shall be elected in the next.
    3. The Nominating Committee shall be elected at each convention.
    4. A majority vote shall constitute election to office.
    5. If there are more than two (2) nominees for an office, a plurality vote shall elect.

c. Officers shall assume their duties at the close of the biennial convention in which they are elected.
d. All outgoing and newly elected officers shall meet officers for transition within thirty (30) days following the District Convention, at which time the outgoing officers shall deliver all materials of their office to the newly elected officers.

Article VI – 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. sign all vouchers for payment of money from the treasury of all legitimately-incurred expenditures and bills;
d. present a report to the District convention, including the activities of the Board of Directors and Executive Committee;
e. attend all LWML conventions and meetings of the Presidents Assembly, or in her absence, the President shall appoint an alternate. If the President is unable to appoint an alternate, the Executive Committee shall elect an alternate;
f. be responsible for the execution of all valid resolutions passed by the District convention and Board of Directors;
g. be responsible for sending a letter to the pastors of new churches offering assistance from the District to help organize the women's group;
h. appoint an Archivist-Historian, Assistant to the President, Host Committee Chairman, Parliamentarian, Planner, Site/Travel Coordinator and Endowment Chairman. All appointments shall be subject to the approval of the Executive Committee and the Board of Directors;
i. appoint emergency committees as necessary and advise the Executive Committee promptly of such action;
j. perform duties as outlined in the *District Leaders Manual.*

Section 2
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. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until an election is held by the Board of Directors. (See Article X, Section 2, for the procedure to fill a permanent vacancy in the presidency);
b. be authorized to sign checks;
c. serve as chairman/overseer of the Young Women Committee and Heart to Heart Sisters Committee;
d. appoint all necessary committee members, subject to ratification by the Board of Directors;
e. perform other duties as outlined in the *District Leaders Manual.*

Section 3
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 chairman of the Christian Life Department;
b. appoint a Spiritual Resources Chairman, a Retreat Chairman each biennium and all necessary committee members, subject to ratification by the Board of Directors;

c. present the names of Retreat Committee members, appointed by the Retreat Chairman, to the Board of Directors for approval;
d. assist the Retreat Chairman in the presentation of a retreat each biennium, as approved by the Board of Directors;
e. perform other duties as outlined in the *District Leaders Manual.*

Section 4
The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence of or at the request of the President and shall:

a. serve as chairman of the Gospel Outreach Department and chairman of the Mission Grants Committee;
b. appoint Outreach Committee Chairman and all necessary committee members, subject to ratification by the Board of Directors;
c. perform other duties as outlined in the *District Leaders Manual.*

Section 5
The Vice President of Organizational Resources may perform the duties of the office of the President in the absence of or at the request of the President and shall:

a. serve as chairman/overseer of the Leadership Development Committee, Structure Committee and Resolutions Committee;
b. appoint all necessary committee members, subject to ratification by the Board of Directors;
c. perform other duties as outlined in the *District Leaders Manual.*

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

a. be chairman of the Communications Department;
b. appoint chairman of the Publications Committee, Electronic Communications Committee, Quarterly Committee, and the Public Relations Director and all necessary committee members, subject to ratification by the Board of Directors;
c. perform other duties as outlined in the *District Leaders Manual;*
d. develop electronic giving procedures for *District Leaders Manual;*

Section 7
The Recording Secretary shall:

a. record proceedings of District conventions and meetings of the Board of Directors and Executive Committee;
b. provide a copy of the applicable minutes to each member of the Executive Committee, Board of Directors, LWML President, and others as directed by the Executive Committee;
c. keep an up-to-date list of member groups and provide pertinent information to the Executive Committee, Board of Directors, standing committee chairmen, and the LWML;
d. keep an accurate record of all churches opened in the LCMS District and report same to the Board of Directors;
e. assist new groups in joining the District by:
    1. sending a welcoming letter;

2. sending information on new groups to the Executive Committee, the Zone President, the *Quarterly* Chairman, and the LWML office, and reporting the same to the Board of Directors;
3. Presenting a membership certificate;

f. be responsible for mailing or emailing (with the appropriate instructions) the ballots to the Board of Directors for the purpose of filling the vacancy in the office of the President;
g. be responsible for receiving ballots and calling a meeting of the tellers to tally them. The tellers shall be the Recording Secretary, Financial Secretary and the Treasurer with the Parliamentarian as adviser;
h. perform other duties as outlined in the *District Leaders Manual.*

Section 8

The Financial Secretary shall:

a. be bonded at the amount, discretion, and expense of the District for an amount determined by the Executive Committee;
b. receive all monies and keep an itemized account of all receipts;
c. deposit all funds at least biweekly in a financial institution or financial institutions convenient to the District Treasurer and approved by the Executive Committee;
d. send to the District Treasurer an itemized record of all deposits;
e. prepare a report of receipts quarterly for distribution to the Board of Directors;
f. present biennial and supplemental reports of receipts at the District conventions;
g. prepare books for financial review biennially;
h. distribute Mite Boxes and vouchers;
    1. Establish and maintain electronic donation procedures;
i. serve on the Endowment Committee;
j. perform other duties as outlined in the *District Leaders Manual.*

Section 9

The Treasurer shall:

a. be bonded at the expense of the District for an amount determined by the Executive Committee;
b. receive transaction slips concerning all funds from the Financial Secretary and keep an itemized account of all receipts and disbursements;
c. disburse all funds in accordance with the policy of the District and at the discretion of the Board of Directors and Executive Committee;
d. make payments for approved grants as authorized by the Board of Directors;
e. prepare a financial report at least four (4) times yearly for distribution to the Board of Directors;
f. be responsible for preparation of biennial budget guidelines;
g. present biennial and supplemental reports at the District conventions;
h. prepare books for financial review biennially;
i. serve on the Endowment Committee;
j. perform other duties as outlined in the *District Leaders Manual.*

Article VII – Nominations

Section 1

a. A Nominating Committee of five (5) members shall be elected by ballot from a slate of ten (10) candidates. The committee shall serve a term of two (2) years or until its successor committee is elected. A member may not serve consecutive terms.
b. The candidate receiving the highest number of votes shall serve as chairman of the committee and be a voting member of the District Board of Directors.

c. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
d. Each candidate for the Nominating Committee shall be from a different zone of the District.

Section 2
The Nominating Committee shall:
a. receive nominations for candidates for elective office from the membership of the District by date determined by the Executive Committee;
b. select candidates who are active members of District and have given written consent to serve, if elected;
c. submit the names of at least two (2) candidates, if possible, for each elective office and ten (10) candidates for the Nominating Committee;
d. submit a report for publication in the PSD-LWML District publication prior to the convention;
e. prepare ballots with the names listed in alphabetical order.

Section 3
In addition, the Nominating Committee shall:
a. obtain nominations for Pastoral Counselor from District members by the date determined by the Executive Committee;
b. obtain approval by the LCMS District President of the candidates selected by the Nominating Committee;
c. obtain written consent of the candidates to serve if elected.

Section 4
With the exception of Pastoral Counselors, additional nominations may be made from the floor of the convention. The written consent of the nominee shall have been secured.

Section 5
The Nominating Committee shall submit to the Board of Directors a list of candidates to fill any vacancy of an elective office with the exception of the President.

Article VIII – Appointed Officers

Section 1
The appointed officers shall be an Assistant to the President, Planner, Site/Travel Coordinator, and Endowment Chairman. They shall:
a. be appointed by the President, with the approval of the Board of Directors;
b. be active members of the District;
c. serve a term of two (2) years or until their successors are appointed and be eligible for reappointment;
d. be non-voting advisory members of the Executive Committee;
e. attend other meetings at the President's request;
f. be voting members of the Board of Directors;
g. be responsible to the President;
h. report to each regular meeting of the Board of Directors and to the convention.

Section 2
The Assistant to the President shall:
a. attend the convention and all meetings of the Board of Directors and Executive Committee;

b. draft and send such correspondence as may be requested by the President, Board of Directors, and Executive Committee;
c. keep a record of all zone presidents and make it available to the Board of Directors, Executive Committee and web servant;
d. report any changes in District Officers and standing committee chairmen to the LWML;
e. provide notices of meetings to the Board of Directors and Executive Committee;
f. serve as Chairman of the Credentials Committee;
g. direct the publication of the convention manual and other convention printing needs;
h. coordinate zone rally dates;
i. perform other duties as outlined in the *District Leaders Manual.*

Section 3
The Planner shall:
a. be responsible for familiarizing the District with the LWML vision and focusing the District vision through the planning process;
b. serve as the planning liaison between District LWML, District LCMS office, and other entities;
c. perform other duties as outlined in the *District Leaders Manual.*

Section 4
The Site/Travel Coordinator shall:
a. be responsible for travel and facility arrangements for the District meetings, conventions, and events, securing reservations as directed by the President;
b. develop and administer support services for conventions, retreats, and other District events;
c. serve as chairman of the Convention Site Committee;
d. perform other duties as outlined in the *District Leaders Manual.*

Section 5
The Endowment Chairman shall oversee the District Endowment funds including but not limited to the Special Gift Fund, the Norma Dean Mackey Fund and all new funds.
a. appoint individual Fund Leaders with approval of the Board of Directors;
b. ensure all funds are located in approved LWML/LCMS accounts not to be comingled with District Mite monies;
c. provide quarterly reports;
d. provide oversight for Endowment Procedures in *District Leader's Manual;*
e. work with Financial Secretary and Treasurer;
f. perform other duties as outlined in the *District Leader's Manual.*

Article IX – Special Appointed Personnel

Section 1
The special appointed personnel shall be the Archivist-Historian, Host Committee Chairman, and Parliamentarian. They shall:
a. be appointed by the President, with the approval of the Board of Directors;
b. be active members of the District;
c. serve a term of two (2) years or until their successors are appointed and are eligible for reappointment;
d. attend meetings as advisory members at the request of the President;
e. be responsible to the President;
f. serve as non-voting members of the Executive Committee and Board of Directors.

Section 2
The Archivist-Historian shall:

a. write a history of the District activities for the biennium;
b. gather and preserve records and other material of historical significance within the District;
c. perform other duties as outlined in the *District Leaders Manual.*

Section 3
The Host Committee Chairman shall:

a. appoint the Host Steering Committee and chairmen of the committees, subject to ratification by the Board of Directors;
b. schedule and preside over all meetings of the Host Committee;
c. be familiar with the duties of all Host Committees and supervise all Host Committees to ensure that all duties published in the *Convention Procedures Manual* are followed;
d. submit expense vouchers in accordance with the convention program for approval of the President and payment by the Treasurer;
e. prepare a convention budget with the President and District Financial Officers for approval by the Executive Committee and Board of Directors within the time frame designated by the President;
f. perform other duties as outlined in the *District Leaders Manual.*

Section 4
The Parliamentarian shall:

a. serve as adviser to the President on parliamentary procedures;
b. be an ex-officio member of the Structure Committee;
c. perform other duties as outlined in the *District Leaders Manual.*

Article X – Board of Directors

Section 1
The Board of Directors shall consist of the elected officers of the District and Zone Presidents**,** Assistant to the President, Site/Travel Coordinator, Planner, Endowment Chairman, Archivist/Historian, Parliamentarian and Pastoral Counselors. The Archivist/Historian, Parliamentarian, and Pastoral Counselors are non-voting members.

a. the Board of Directors shall hold a minimum of two (2) to a maximum of four (4) regular meetings each year;
b. the time and place for holding Board meetings shall be determined at the recommendation of the President and the Site/Travel Coordinator by a majority vote of the Executive Committee;
c. a meeting of the Executive Committee and/or the Board of Directors may be held in the convention city prior to the opening of the District convention;
d. special meetings may be called at the request of the President or at the written request of five (5) zone presidents;
e. Board of Directors may conduct electronic voting as needed according to procedures in the *District Leaders Manual.*

f. Representation consisting of Zone Presidents from a majority of Zones and seven (7) members of the Executive Committee who are eligible to vote at the Board of Directors meetings shall constitute a quorum.

Section 2
The Board of Directors shall:

a. transact the business of the District in the interim between conventions;
b. consider recommendations, resolutions, and projects for presentation to the District biennial convention;
c. promote the work and program of both the LWML and District;
d. fill all vacancies in elective positions;
e. elect a President in the event of a vacancy which shall be filled by one of the vice presidents who is serving in the third or fourth year in her term of office. If there is no regularly scheduled meeting of the Board of Directors within thirty (30) days of vacancy, the vote shall be by mail or electronic ballot with the appropriate instructions;
f. approve mission grant proposals for presentation to the convention;
g. take action on mission grants that are not progressing as planned (Article XV, Sections 3, 4)
h. The Board of Directors may take action by mail, telephone, or electronic messaging.

Article XI – Executive Committee

Section 1

a. The Executive Committee shall consist of the elected officers of the District.
b. The Archivist-Historian, Assistant to the President, Host Convention Committee Chairman, Parliamentarian, Planner, Site/Travel Coordinator, Endowment Chairman, and Pastoral Counselors shall serve as non-voting advisors.

Section 2

a. The Executive Committee shall hold a minimum of two (2) to a maximum of four (4) regular meetings each year.
b. Special meetings shall be called at the request of the President or at the written request of three (3) committee members.
c. Five (5) voting members shall constitute a quorum for the Executive Committee.

Section 3
The duties of the Executive Committee shall:

a. arrange for bonding of the Financial Secretary, Treasurer, and Vice President of Special Focus Ministries and for the issuance of public liability insurance for the benefit of the District, in such amount as the Executive Committee deems appropriate;
b. approve the program of the biennial retreat and the District convention;
c. approve the formation of a group in a setting other than a congregation, campus, or residential home (Article II, Section 2f);
d. approve the financial institution(s) used for financial transactions (Article VI, Section 8c);
e. approve Standing Committee members appointed by the Vice Presidents (Article XIII, Section 1b);
f. approve emergency recommendations, resolutions, or appeals for presentation to convention body (Article XVI);
g. determine the advisability of holding a convention in event of a great emergency (Article XVIII);
h. in the event a vacancy occurs in any elective position, such vacancy shall be filled by the Executive Committee.

i. The Executive Committee may take action by mail, telephone, or electronic messaging.

Article XII – Pastoral Counselors

Section 1

The Pastoral Counselors shall be two (2) pastors of the LCMS, active or retired, within the boundaries of the Pacific Southwest District and shall serve a term of four (4) years. One (1) Pastoral Counselor shall be elected in each biennial convention. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.

Section 2

The Pastoral Counselors shall:

a. serve the District in an advisory capacity;
b. serve as spiritual leaders to the officers and members of the District;
c. prepare devotions and worship services as requested;
d. serve as advisers to committees as assigned by the President;
e. alternate attending LWML conventions and both attend all District conventions and meetings of the Board of Directors and the Executive Committee as advisory members;
f. be eligible for reelection but may not serve consecutive terms;
g. perform other duties as outlined in the *District Leaders Manual.*

Article XIII – Departments and Standing Committees

Section 1

a. The departments shall be Special Focus Ministries**,** Christian Life**,** Gospel Outreach, Organizational Resources, and Communications, with a Vice President serving as chairman of each department and a Pastoral Counselor as adviser.
b. The standing committees, appointed by the Vice President of each Department and approved by the Executive Committee, shall be:
    - Retreat
    - Spiritual Resources
    - Publication
    - Electronic Communications
    - Quarterly
    - Mission Grants Committee
    - Gospel Outreach
    - Resolution
    - Structure
    - Young Women
    - Heart to Heart Sisters
    - Leadership
    - Church Workers in Mission

c. The Public Relations Director shall be a member of the Communications Department and report to that Vice President.

Section 2
The Special Focus Ministries Department shall include Young Women and Heart to Heart Sisters. The Vice President of Special Focus Ministries shall be coordinator of the department.

a. The Young Women Committee, consisting of three (3) or more members, shall:
    1. be responsible for assisting zones and societies in meeting the needs of young women;
    2. finding ways of interesting young women in LWML;
    3. communicating ideas, techniques and resources;
    4. assisting the Host Committee Young Women Representative Chairman in preparing and presenting a program for Young Women at the District Convention.

b. The Heart to Heart Sisters Committee, consisting of three (3) or more members, shall:
    1. be responsible for assisting zones and societies in encouraging women leaders in ethnic ministries;
    2. provide networking, training, support and resources to learn about and participate in the mission of LWML at every level – group, zone and district;
    3. identify and encourage cross-cultural opportunities within LWML.

Section **3**
The Christian Life Department shall include the Retreat Committee and the Spiritual Resource Committee.

a. The Retreat committees shall:
    1. Provide a District retreat each biennium, as approved by the Board of Directors;
    2. Make available materials for other retreats and participate in their implementation as approved by the Board of Directors.
b. The Spiritual Resources Committee, consisting of three (3) members, shall:
    1. provide materials or programs to enable the women of the church to grow spiritually;
    2. issue a current list of program materials available to aid the zone and local program chairmen, sending material upon request;
    3. promote the use of District program resources and the sharing of material with their societies.

Section 4
The Gospel Outreach Department shall include the Gospel Outreach Committee and the Mission Grants Committee. The Vice President of Gospel Outreach shall be coordinator of the department.

a. The Gospel Outreach Committee, consisting of at least three (3) members, shall:
    1. encourage and equip women to share the Gospel with all people;
    2. provide materials that will help Christians proclaim the Good News;
    3. seek and actively promote mission opportunities;
    4. administer the Short Term Mission scholarship fund (as outlined in the *District Leaders Manual*) for those individuals serving in the mission field.
    5. plan and coordinate the ingathering and distribution of “Gifts from the Heart” for the District Board of Directors meeting and Biennial Convention;
    6. provide information to members regarding ingatherings for the LWML convention and give necessary instructions on how to complete projects;
    7. challenge members to show Jesus’ love through action in their everyday life;
    8. encourage active participation, provide materials, and offer suggestions for mission service opportunities to be developed on the zone and local level;

b. The Mission Grant Committee consisting of at least three (3) members, including the Vice President of Gospel Outreach shall:
    1. present proposed grants to the Board of Directors for approval;
    2. submit a list of approved grant proposals to the membership at least four (4) weeks before the District convention;
    3. present an impartial presentation of the approved grant proposals to the convention;
    4. prepare ballots for voting at the convention;
    5. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted grant;
    6. coordinate the collection of "Multi-Cultural Mini Grants" and other materials requested by the Executive Committee.
    7. See Article XV for more information about organizing mission grants.

Section **5**
The Organizational Resources Department shall include the Leadership Development Committee, the Structure Committee, and the Resolutions Coordinator. The Vice President of Organizational Resources shall be the coordinator of the department.

a. The Leadership Development Committee, consisting of three (3) or more members, shall
    1. identify women with special abilities and talents to serve in leadership positions in the LWML;
    2. create and develop ideas, techniques and resources that will equip and encourage women to serve in leadership positions where God has placed them;
b. The Structure Committee consisting of three (3) members, plus the Parliamentarian, shall:
    1. examine and evaluate the Bylaws of the District;
    2. submit to the Board of Directors for consideration and approval such amendments as it deems advisable;
    3. submit approved proposed amendments to the convention;
    4. receive and examine Zone bylaws and proposed amendments and approve those not in conflict with the Bylaws of the District;
    5. be responsible for keeping the LWML Leaders Manual current;
c. The Resolutions Committee shall:
    1. receive and present miscellaneous resolutions and appeals by individuals, societies, and zones (excluding those for Mission Grants) to the Board of Directors;
    2. submit approved resolutions and appeals, and appreciation messages to the convention body through a publication distributed at the convention;
    3. assist in implementing all adopted resolutions upon request of the President.
d. The Church Workers in Mission Committee shall:
    1. intentionally identify opportunities to connect with LCMS workers, helping them to learn the mission of the LWML,
    2. encourage our district president to ensure the LWML presence at the LCMS district conventions,
    3. help our district president and LWML members connect with church workers and seek opportunities to involve them in the LWML, and
    4. help our district develop an awareness of and share with their church workers LWML resources that can be useful to church workers.

Section **6**
The Communications Department shall include the Electronic Communications Committee, Publications Committee, and the Public Relations Director.

a. The Electronic Communications Committee, consisting of three (3) members, shall:
    1. maintain a web site;
    2. create, maintain and facilitate electronic voting procedures under the direction of the President and with the advice of the Parliamentarian;
    3. continually update the Assistant to the President with email addresses received through the web site.
b. The Publications Committee, consisting of three (3) to five (5) members, shall:
    1. be responsible for compiling and publishing the District LWML newsletter on a quarterly basis;
    2. submit one (1) copy to Pastoral Counselor adviser for review prior to printing;
    3. distribute the District publication to the District Archivist-Historian, District LCMS Office, LWML Board of Directors, *Quarterly* Editor-in-Chief and News Editor, Public Relations Director, LWML Office, and others;
    4. publish a convention newsletter;
    5. appoint a *Quarterly* chairman.
c. The Public Relations Director shall:
    1. direct a program of public relations to help the District women identify with the LWML and the church;
    2. direct convention publicity;
    3. publicize District activities.

Article XIV – Official Publication

Section 1
The District newsletter will be published and posted on the website quarterly by the Publications Committee and serve as the official publication under the supervision of the Communications Department, District President, and one (1) Pastoral Counselor.

Section 2
The LWML *Quarterly* shall be:

a. available (up to fifteen (15) copies) to new societies at no cost for a period of one (1) year.
b. available (up to ten (10) copies) at no charge for existing societies per year, if unable to pay;
c. available at the cost set by LWML.

Article XV – Mission Grants

Section 1
Each recommendation for District Mission Grants shall be approved and signed by the President and Pastoral Counselor of the group or zone submitting the proposal. The required number of copies of the grants shall be submitted to the District Mission Grants Committee by the stated deadline in the odd-numbered years. Such recommendations may be proposed by individual LWML members, groups, zones or LCMS District Boards.

Section 2
The Mission Grants Committee shall submit these recommended grants to the appropriate LCMS District President and the LWML District Board of Directors for approval.

Section 3
The Mission Grants Committee shall present the approved proposed grant projects to the membership a minimum of four (4) weeks prior to the District convention. The Committee shall also present an impartial presentation of the approved proposed grant proposals to the convention.

Section 4
After adoption by the convention, grants must be put into use for that specific project within the biennium or be returned to the District treasury for reallocation. The Board of Directors has the authority to extend the time in the case of extenuating circumstances or take action on grants that are not progressing as planned. (Article X, Section 2g).

Section 5
In the event that grant monies are returned to the District treasury for reallocation, or changes in the project arise, the Board of Directors is authorized to take action as needed.

Article XVI – Recommendations, Resolutions, and Appeals

Recommendations, resolutions, and appeals may be submitted for consideration to a convention by individual members, societies, or zones. They shall be in triplicate, signed by the President and Pastoral Counselor of the society or zone, and sent to the Resolutions Coordinator by the designated date in the odd-numbered year.

Emergency or other recommendations, resolutions, or appeals not received by the prescribed time may, by two-thirds (2/3) vote of the Executive Committee, be presented to the convention for consideration.

Article XVII – Fiscal Biennium

The fiscal biennium of the District shall be from April 1 – March 31 inclusive in the even years.

Article XVIII – Emergency Action

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions, making the holding of a District convention, retreat, Board of Directors or Executive Committee meeting inadvisable, the Executive Committee shall have the authority to determine whether or not the event shall be held. A two-thirds (2/3) vote of the Executive Committee shall decide. If the event is not held, the Executive Committee shall have the authority to plan the procedure for conducting the routine convention business subject to the approval of the Board of Directors.

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 teaching of the LWML bylaws, applicable law, or Christian principles.

Article XX – Amendments

These bylaws may be amended by a two-thirds (2/3) vote at the biennial District convention, provided the proposed amendments have been presented for consideration to the District Board of Directors and published in a District publication (Article XIV) a minimum of thirty (30) days prior to the convention. By unanimous vote a proposed amendment may be presented to the convention without previous notice. A three-fourths (3/4) vote shall be required for adoption.

Adopted 05/20/2000
Revised 06/14/2004
Revised 06/07/2008
Revised 06/12/2010
Revised 06/08/2012
Revised 06/26/2016
Revised 06/09/2018
Revised 06/04/2022
Revised 06/08/2024
Revised 06/05/2026