

**The North Dakota District  
Lutheran Women’s Missionary League**

**Bylaws**

**2010 Printing**

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# Bylaws

## ARTICLE I - NAME

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

## ARTICLE II - OBJECT

### Section 1

The object of the District shall be

- a. to develop and to maintain a mission consciousness among the women of the District, LCMS, through mission education, mission inspiration, and mission service;
- b. to gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budgets.

### Section 2

The policies of this District shall be

- a. to foster and support the program and object of the LWML;
- b. to encourage participation at society, unit, zone, district, and LWML level.

## ARTICLE III - MEMBERS

### Section 1

- a. Women who are communicant members of an LCMS congregation are eligible for membership.
- b. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or single settings within the geographical area of the District, shall be eligible for membership.
- c. One (1) or more societies affiliated with the District LWML within a congregation, on a campus, in a resident home, or other single setting shall be considered one (1) unit.

### Section 2

Women's organizations within congregations of the LCMS who desire membership in the LWML shall:

- a. request approval of the voting assembly of the local congregation;
- b. present written application signed by the chairman of the local congregation to the District Recording Secretary for ratification.

### Section 3

- a. Individual membership is available to a woman who is a member of an LCMS congregation, with or without a society affiliated with the District LWML.
- b. Application for individual membership should be made to the District LWML President.
- c. Individual membership is not considered a society or a unit, nor does it confer voting privileges at conventions.
- d. Individual members shall have voice and vote at zone events.

### Section 4

A society desiring to sever its connection with the LWML shall submit a written resignation to the District President, stating the reason for such action.

## ARTICLE IV - ZONE ORGANIZATION

### Section 1

Societies within a convenient geographical area shall be grouped into a zone under the supervision of the Board of Directors. The zones shall conform to the North Dakota District LCMS circuit boundaries as nearly as possible.

### Section 2

The purpose of the zone organization shall be

- a. to provide the opportunity for Christian fellowship;
- b. to promote the object of the District and LWML;

- c. to provide representation at LWML conventions.

### Section 3

Each zone shall write its own bylaws provided there is no conflict with the bylaws of the District LWML. Three (3) copies of the bylaws and any subsequent proposed amendments shall be submitted to the District Bylaws Committee Chairman for approval by the District Bylaws Committee before being presented to the zone membership for adoption.

### Section 4

Each zone shall:

- a. conduct at least one (1) rally each year;
- b. assist the District in implementing the LWML program in the zone;
- c. receive freewill offerings and other contributions at the various zone activities for the purpose of paying all incidental expenses, and shall send all funds over and above the necessary expenses to the District LWML Financial Secretary;
- d. in addition to zone offerings, ask each unit to gather funds annually, at the time of a rally, for the delegates' expenses to the LWML convention, remitting these funds to the District Financial Secretary;
- e. submit one (1) name for the District Nominating Committee in the even- numbered years;
- f. send a copy of the zone board and rally minutes to the District President;
- g. send a copy of the zone rally program and minutes to the District Archivist-Historian.

### Section 5

- a. Zone representation at LWML conventions shall be determined according to the procedure outlined in Article V, Section 7.
- b. The names and addresses of the delegates and alternates shall be presented to the District President for certification by January 15 in the odd-numbered years.
- c. A system of electing delegates and alternates shall be established by each zone.
- d. In the event neither the certified delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification, in writing, by the District President and presentation to the LWML Recording Secretary.

## **ARTICLE V - CONVENTIONS**

### Section 1

A convention shall be held biennially in the even-numbered calendar years at a site determined by the Board of Directors and approved by the convention body four (4) years in advance.

### Section 2

The Board of Directors shall determine the dates of the convention and approve the facilities selected by the hosting society/zone.

### Section 3

The voting assembly of the convention shall be

- a. two (2) accredited delegates from each unit;
- b. voting members of the Board of Directors;
- c. past District Presidents who are currently members of the District.

### Section 4

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

### Section 5

The procedure for units shall be

- a. each delegate shall have an elected/certified alternate;

- b. the names of the accredited delegates and alternates shall be in the hands of the District Recording Secretary thirty (30) days prior to convention;
- c. in the event neither the delegate nor the alternate is able to serve, a member of the same unit may serve as a delegate upon certification in writing by the Zone President and presentation to the District Recording Secretary;
- d. Zone Presidents shall not serve as unit delegates.

Section 6

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

Section 7

Representation to the LWML Convention shall be

- a. one (1) certified delegate from each zone having ten (10) or fewer units and one (1) additional delegate for each additional ten (10) units or major fraction thereof;
- b. delegates and their alternates shall be selected at the fall zone rallies prior to an LWML convention.

**ARTICLE VI - ELECTED OFFICERS/ELECTIONS**

Section 1

The elected officers shall be

- President
- Vice President of Christian Life
- Vice President of Human Care
- Vice President of Mission Grants
- Vice President of Servant Resources
- Recording Secretary
- Financial Secretary
- Treasurer

Section 2

- a. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for consecutive election to the same office. In the event an officer has completed a term of office when a vacancy has occurred in said office, and such vacancy has not exceeded two (2) years, she shall be eligible for election to a full term of office. Newly elected officers shall assume their duties at the close of the convention in which they are elected.
- b. The election of officers shall be as follows:
  - 1) the President, Vice President of Human Care, Vice President of Mission Grants, and Treasurer shall be elected at one (1) District LWML Convention;
  - 2) the Vice President of Christian Life, Vice President of Servant Resources, Recording Secretary, and Financial Secretary shall be elected at the following District LWML Convention;
  - 3) a majority vote shall elect.
- c. The retiring Financial Secretary and Treasurer shall deliver to their successors all materials and funds within sixty (60) days following the convention. All other retiring officers shall deliver to their successors all materials within thirty (30) days following the convention.
- d. In the event of resignation from an office, the President must receive a letter of resignation from the officer.

Section 3

All officers and appointed personnel must be active LWML members.

Section 4

In the event of an emergency, unexpected vacancy, or absence of the President, the

order of precedence shall be:

- Vice President of Mission Grants
- Vice President of Christian Life
- Vice President of Human Care
- Vice President of Servant Resources

#### Section 5

Any officer may be removed from office prior to the expiration of his/her term of office by the Board of Directors in a closed session (voting members of the Board of Directors and Pastoral Counselors) by a vote of three-fourths (3/4) of all members of the Board; provided the members of the Board (including the individual officer involved) shall be notified at least two (2) days prior to the Board meeting in the event any such action is contemplated, and the individual officer involved shall be afforded the opportunity to be heard at such meeting.

### ARTICLE VII - DUTIES OF OFFICERS

#### Section 1

The President shall:

- a. preside at District conventions and at all meetings of the Board of Directors;
- b. appoint the appointed personnel, with the approval of the Board of Directors;
- c. appoint members of the standing committees and special committees, with the approval of the Board of Directors;
- d. fill all vacancies occurring in the elective and appointive offices, with the approval of the Board of Directors, except in the office of the President, in which case the Vice President of Mission Grants shall become the President (see Article VI, Section 4 and Article X, Section 3d);
- e. fill all vacancies occurring in the Pastoral Counselors position, with the approval of the Board of Directors, after receiving a recommendation from the North Dakota District LCMS President;
- f. be an ex-officio member of all committees, except the Nominating Committee;
- g. be bonded at the expense of the District, for an amount determined by the Board of Directors, for the purpose of countersigning all checks;
- h. approve vouchers and co-sign, with the Treasurer, all checks for payment of legitimately incurred expenditures;
- i. implement resolutions passed by convention and the Board of Directors;
- j. issue the LWML Certificate of Membership to individual units;
- k. serve as a member of the LWML Board of Directors, attend board meetings, and present a report of these meetings to the District Board of Directors;
- l. prepare a report for the Board of Directors' meetings and a report to the District Convention, including a report of the activities of the Board of Directors;
- m. perform additional duties as set forth in the *District Leaders Manual*.

#### Section 2

The Vice President of Mission Grants shall:

- a. perform the duties of the office of the President in the absence or at the request of the President;
- b. fill the office of President in the event of an emergency or unexpected vacancy in the office (Article VI, Section 4);
- c. complete the term of the President in the event a permanent vacancy occurs in that office (Article VI, Section 2a);
- d. serve as chairman of the Mission Grants Committee;
- e. prepare a report for the Board of Directors' meetings and for the District Convention, including a report of the Mission Grants Committee;
- f. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 3

The Vice President of Christian Life shall:

- a. perform the duties of the office of the President in the absence or at the request of the President;
- b. serve as chairman of the Christian Life Committee;
- c. encourage active participation in, and provide materials for, spiritual growth programs;
- d. plan the spiritual growth program of the District Convention with the approval of the Board of Directors;
- e. plan and lead the District Retreat with the help of the Junior Pastoral Counselor;
- f. prepare a report for the Board of Directors' meetings and for the District Convention;
- g. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 4

The Vice President of Human Care shall:

- a. perform the duties of the office of the President in the absence or at the request of the President;
- b. serve as chairman of the Human Care Committee;
- c. alert members to opportunities and challenges for human care in the church, community, and world;
- d. encourage active participation and provide materials and suggestions for human care programs;
- e. plan and implement an ingathering and/or servant event at the convention with the approval of the Board of Directors;
- f. prepare a report for the Board of Directors' meetings and for the District Convention;
- g. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 5

The Vice President of Servant Resources shall:

- a. perform the duties of the office of the President in the absence or at the request of the President;
- b. serve as chairman of the Servant Resources Committee;
- c. provide materials and training to enable members to increase skills for leadership in LWML;
- d. conduct workshops, seminars, and training sessions for the Board of Directors, Zone Servant Resource Coordinators, and others as requested by the Board of Directors;
- e. serve as an advisor for the Young Women's Representative(s) selected by the Board of Directors (See Article X, Section 3, I.);
- f. serve as an advisor to the Committee for Young Women;
- g. prepare a report for the Board of Directors' meetings and for the District Convention;
- h. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 6

The Recording Secretary shall:

- a. keep a record of the convention proceedings and meetings of the Board of Directors;
- b. provide each member of the Board of Directors with a copy of the minutes of its meetings and of the convention in a timely fashion;
- c. receive credentials of delegates, certified by zone presidents, prior to the biennial District convention to determine authenticity;
- d. provide a copy of the convention minutes to each unit;
- e. receive society/unit written membership applications and present to the Board of Directors for approval;
- f. keep accurate up-to-date records of the standing motions;
- g. prepare a report for the Board of Directors' meetings and for the District Convention;

- h. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 7

The Financial Secretary shall:

- a. be bonded at the expense of the District for an amount determined by the Board of Directors, for the purpose of co-signing checks;
- b. be able to navigate in a computer accounting program;
- c. receive all monies and deposit them in a financial institution approved by the District Board of Directors;
- d. keep an itemized account of all receipts;
- e. transfer to the District Treasurer all monies received, after recording all receipts;
- f. submit records for financial review prior to the biennial convention;
- g. supply societies in the District with remittance blanks and with Mite Boxes for offerings;
- h. be a member of the Special Gifts and Bequests Fund Committee;
- i. submit financial reports to the Board of Directors' meetings and to the District Convention;
- j. perform additional duties as listed in the District Leaders Manual and as requested by the President.

#### Section 8

The Treasurer shall:

- a. be bonded at the expense of the District for an amount determined by the Board of Directors;
- b. keep the Financial Secretary, Treasurer, and President's bonds in effect;
- c. receive all monies from the District Financial Secretary and deposit them in a financial institution approved by the District Board of Directors;
- d. keep an itemized account of all receipts and disbursements;
- e. make all payments authorized by the District Convention or District Board of Directors and approved by the President;
- f. receive all bills, prepare and sign all expense vouchers and obtain approval of the District President, sign all checks and forward to the District President for second signature;
- g. make payments for approved grants as authorized by the Board of Directors;
- h. submit records for financial review prior to the biennial convention;
- i. be a member of the Special Gifts and Bequests Committee;
- j. submit financial reports to the Board of Directors' meeting and to the District Convention;
- k. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

### **ARTICLE VIII - NOMINATIONS/ELECTIONS**

#### Section 1

A Nominating Committee of six (6) members, one (1) nominee from each zone, shall be ratified at each District Convention. A member is not eligible to serve consecutive terms.

#### Section 2

The chairman of the Nominating Committee shall be elected at the District Convention by ballot. Plurality shall elect.

- a. The chairman shall be a voting member of the District Board of Directors.
- b. In the event the chairman cannot serve, the vacancy shall be filled by the candidate receiving the next highest number of votes.

#### Section 3

In the event of a vacancy on the Nominating Committee, the zone with the vacancy shall

appoint another person from the zone to fill the vacancy.

#### Section 4

The Nominating Committee shall:

- a. receive names of nominees from units, zones, and individuals;
- b. submit the names of at least two (2) candidates (if possible) for each elective office to be filled for the biennium;
- c. select candidates who are active members of the District LWML and who have served as society, unit, or zone officers with the stipulation that candidates for President must all have served as voting members of the District Board of Directors;
- d. obtain nominations for Pastoral Counselors from the members of the District LWML Board of Directors prior to the fall District LWML Board of Directors' meeting, in the odd-numbered years, and submit these names to the President of the North Dakota District LCMS for approval;
- e. submit the approved list of Pastoral Counselor nominees to the District LWML Board of Directors who shall elect up to four (4) nominees to submit to the Nominating Committee;
- f. obtain from nominees a biographical sketch and written consent to serve, if elected;
- g. submit two (2) candidates for Pastoral Counselor from the nominees elected by the District Board of Directors;
- h. submit a slate of the nominees for office to be included in the Call to Convention Packet distributed to each unit and each Board of Director member prior to the District Convention;
- i. prepare printed ballots for the District Convention with the candidates listed in alphabetical order;
- j. have its chairman prepare a report for the Board of Directors' meeting and for the District Convention;
- k. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 5

- a. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee(s) has been secured and she meets the stipulated qualifications for office and provides a biographical sketch.
- b. Nominations for Pastoral Counselor shall not be made from the floor at the District Convention.

#### Section 6

The Nominating Committee shall present names of qualified persons to the District President for positions to be filled by the Board of Directors.

### **ARTICLE IX - APPOINTED OFFICERS/POSITIONS**

#### Section 1

The appointed officer/positions shall be Archivist-Historian, Coordinator, News Editor, Parliamentarian and Public Relations-Media Marketing Director, who shall:

- a. be appointed by the President with the approval of the Board of Directors;
- b. serve two (2) years, or until their successors are appointed, and be eligible for reappointment, with the exception of the Archivist-Historian and Parliamentarian who shall serve four (4) years with their terms beginning immediately following a convention;
- c. attend the Board of Directors' meetings and District Conventions, serving in an advisory non-voting capacity -- the Coordinator shall attend Board of Directors' meetings only at the request of the President.

#### Section 2

The Archivist-Historian shall:

- a. compile biennially a comprehensive history of the District;
- b. gather and preserve records and other materials of historical significance to the District;
- c. be responsible to the President;
- d. encourage appointment of an Archivist-Historian in each zone and assist her in preserving zone history;
- e. prepare a report for the Board of Directors' meetings and for the District Convention;
- f. perform other duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 3

The Coordinator shall:

- a. report directly to the President;
- b. perform services as directed by the President;
- c. handle physical arrangements for meetings (reservations and the like);
- d. handle correspondence for the President (thank yous, welcomes, letters of congratulations for noteworthy events, church anniversaries, installations, ordinations, etc.);
- e. perform other duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 4

The News Editor shall:

- a. prepare a draft of all newsletters, submitting a copy to the President and Senior Pastoral Counselor for proofing and approval prior to printing;
- b. submit final draft for printing;
- c. mail copies of newsletter to District LCMS office; Lutheran Woman's Quarterly Editor-in-Chief and News Editor; District Editors and Presidents; and LWML officers;
- d. maintain master mailing list for the District;
- e. keep and prepare a workable file for successor;
- f. prepare a report for the District Board of Directors' meetings and for the District Convention;
- g. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 5

The Parliamentarian shall:

- a. serve as advisor on parliamentary procedure to the President, officers, convention, and individual members upon request;
- b. be an ex-officio member of the Bylaws Committee;
- c. prepare a report for the Board of Directors' meetings and for the District Convention;
- d. perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 6

The Public Relations-Media Marketing Director shall:

- a. promote and market the products (catalog items) of the LWML;
- b. submit a copy of all work to the President for approval prior to printing and distribution;
- c. coordinate the promotion of District LWML conventions, fall rallies, retreats, and other special events with press information and poster designs;
- d. be responsible for compiling the Call to Convention packet and distributing to the units and Board of Directors prior to convention;
- e. be responsible for compiling the Convention Manual, submitting a copy to the President for approval prior to printing;
- f. prepare a report for the Board of Directors' meetings and for the District Convention;

- g. maintain a file for future reference to pass on to a successor;
- h. interact with LCMS entities, developing a partner relationship and influencing perceptions and attitudes towards LWML;
- g. perform additional duties as listed in the District Leaders Manual and as requested by the President.

## **ARTICLE X - BOARD OF DIRECTORS**

### Section 1

#### Members

- a. The voting members of the Board of Directors shall be the elected officers, zone presidents, chairman of the Bylaws Committee, and chairman of the Nominating Committee.
- b. The Pastoral Counselors and appointed officers shall be advisory members.
- c. When a zone president is unable to attend a Board of Directors' meeting or a District Convention, any elected zone officer shall be authorized to attend as the zone president's representative and shall have voice and vote.
- d. Notification of the representative's name and address shall be given to the District President.
- e. No member shall hold more than one (1) voting position on the Board of Directors.

### Section 2

#### Meetings

- a. Regular meetings of the Board of Directors shall be held annually.
- b. Special meetings of the Board of Directors may be called by the President or by written request of a majority of the members of the Board of Directors. Time and place for holding such meeting shall be determined by the President and may, when necessary, conduct its business by mail or electronic messaging.
- c. A majority of the members shall constitute a quorum of the Board of Directors.

### Section 3

#### The Board of Directors shall:

- a. promote the work and program of the LWML;
- b. transact the business of the District between conventions;
- c. conduct business of the District approved by District Convention;
- d. ratify the appointment in order of precedence in the event of an emergency, unexpected vacancy, or absence of the President (Article VI, Section 4);
- e. determine the amount of bond for the Financial Secretary, the Treasurer, and the President;
- f. approve the proposed budget for the following biennium;
- g. approve appointed officers and standing committee appointments made by the President;
- h. consider recommendations, resolutions, and appeals for presentation to the convention;
- i. solicit convention sites four (4) years prior to each convention and determine date, time, and place of the convention;
- j. elect up to four (4) nominees for Pastoral Counselor, from the approved names (see Article VIII, Section 4, d. & e.) which are then submitted to the Nominating Committee;
- k. take action on membership applications by individuals or units;
- l. elect one (1) or more Young Women's Representatives from applications that are anonymously prepared by the Vice President of Servant Resources;
- m. approve selected mission grant payments as deemed necessary and ready by the Vice President of Mission Grants;
- n. approve appointments by the President to fill all vacancies occurring in the elective and appointive offices, except in the office of the President, in which case the Vice

President of Mission Grants shall become the President (Article VI, Section 4 and Article X, Section 3d);

- o. approve an appointment by the President to fill a vacancy in the position of Pastoral Counselor from a list of pastors approved by the LCMS District President;
- p. approve an emergency grant made by the President;
- q. approve the investment policy established by the Special Gifts and Bequests Fund Committee;
- r. authorize in session, by mail, or electronic messaging, any change of payments that might occur in mission grant plans under extenuating circumstances.

## **ARTICLE XI - PASTORAL COUNSELORS**

### Section 1

The Pastoral Counselors shall:

- a. be two (2) pastors of the North Dakota District LCMS roster;
- b. serve a term of four (4) years and be eligible for re-election, but ineligible to serve consecutive terms;
- c. be elected, one (1) at each convention, with the previously elected pastor being the Senior Pastoral Counselor;
- d. serve the District in an advisory capacity;
- e. attend and prepare reports for the Board of Directors' meetings and for the District Conventions.

### Section 2

In the event of a vacancy in the term of either Pastoral Counselor, the District LWML President with the District Board of Directors, acting with the approval of the LCMS District President, shall appoint a Pastoral Counselor to fill the remaining term.

## **ARTICLE XII - STANDING COMMITTEES**

### Section 1

The Standing Committees shall be Bylaws, Christian Life, Human Care, Mission Grants, Servant Resources and Young Women.

### Section 2

- a. The Bylaws Committee shall consist of two (2) members appointed by the President, with the approval of the Board of Directors, and the Parliamentarian as ex-officio member. Committee members shall be appointed in alternating biennia and shall serve a term of four (4) years, beginning at the time of accepting the appointment. One (1) committee member shall be appointed every two (2) years to succeed the retiring member. The committee member serving the last two (2) years of her term shall be the committee chairman.
- b. The Bylaws Committee shall:
  - 1) study the bylaws of the District;
  - 2) submit to the Board of Directors for consideration such amendments as it deems advisable;
  - 3) submit the required number of copies of the District bylaw amendments to the LWML Structure Committee Chairman for approval;
  - 4) submit proposed amendments to the convention body;
  - 5) submit required number of copies of adopted bylaw amendments to the LWML Structure Committee for filing;
  - 6) receive and examine zone and unit bylaws and amendments, and approve those not in conflict with the bylaws of the District and LWML;
  - 7) have its chairman prepare a report for the Board of Directors' meetings and for the District Convention;
  - 8) perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 3

- a. The Christian Life Committee shall consist of two (2) or more members. The Vice President of Christian Life shall be the chairman. One (1) or more additional members shall be appointed by the President, with the approval of the Board of Directors, to serve a term of two (2) years and be eligible for reappointment to one (1) consecutive term.
- b. The Christian Life Committee shall:
  - 1) help develop programs and materials to nurture women's spiritual lives;
  - 2) have its chairman prepare a report for the Board of Directors' meetings and for the District Convention;
  - 3) perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 4

- a. The Human Care Committee shall consist of two (2) or more members. The Vice President of Human Care shall be the chairman. One (1) or more additional members shall be appointed by the President, with the approval of the Board of Directors, to serve a term of two (2) years and be eligible for reappointment to one (1) consecutive term.
- b. The Human Care Committee shall:
  - 1) encourage sensitivity in women toward those who are hurting and in need;
  - 2) provide resources and encouragement to enable knowledgeable and biblical comfort to themselves and others;
  - 3) have its chairman prepare a report for the Board of Directors' meetings and for the District Convention;
  - 4) perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

### Section 5

- a. The Mission Grants Committee shall consist of three (3) or more members. The Vice President of Mission Grants shall be the chairman. Two (2) or more additional members shall be appointed by the President, with the approval of the Board of Directors, to serve a term of two (2) years and be eligible for reappointment to one (1) consecutive term.
- b. The Mission Grants Committee shall:
  - 1) investigate and evaluate each mission proposal presented for consideration;
  - 2) present the mission grant proposals to the President and Executive Director of the North Dakota District LCMS and to the LCMS Board of Mission Services in St. Louis for evaluation;
  - 3) select proposed mission grants for the convention ballot and submit them to the Board of Directors for evaluation and approval;
  - 4) prepare a ballot of the approved mission grant proposals for the District Convention;
  - 5) have its chairman prepare a report for the Board of Directors' meetings and for the District Convention;
  - 6) perform additional duties as listed in the District Leaders Manual and as requested by the President.

### Section 6

- a. The Servant Resources Committee shall consist of two (2) or more members. The Vice President of Servant Resources shall be the chairman. One (1) or more additional members shall be appointed by the President, with the approval of the Board of Directors, to serve a term of two (2) years and be eligible for reappointment to one (1) consecutive term.
- b. The Servant Resources Committee shall:

- 1) promote programs and consultation resources to help develop new LWML societies and units;
- 2) develop resources and training to assist existing LWML societies and units;
- 3) identify women with special abilities and talents to serve in leadership positions in the LWML;
- 4) equip and encourage women by creating and developing ideas, techniques, and resources that will enrich and stimulate individuals to serve in leadership positions where God has placed them;
- 5) have its chairman prepare a report for the Board of Directors' meetings and for the District Convention;
- 6) perform additional duties as listed in the *District Leaders Manual* and as requested by the President.

#### Section 7

- a. The Committee for Young Women shall consist of three (3) or more members of which one shall serve as chairman of the committee. Members shall serve for a term of two (2) years and be eligible for reappointment to one (1) consecutive term.
- b. The member of the Committee for Young Women shall:
  - 1) be appointed from at least three zones;
  - 2) be between the ages of 18 to 35 when appointed.
- c. The Committee for Young Women shall:
  - 1) encourage spiritual growth in young women;
  - 2) create and provide ideas, techniques, and resources to encourage young women to participate in LWML programs and activities;
  - 3) plan and coordinate special LWML programs for young women;
  - 4) serve under the Vice President of Servant Resources;
  - 5) perform additional duties as listed in the *District Leader Manual* and as requested by the President.

#### Section 8

Committee meetings may be called by the chairman with the approval of the District President.

### **ARTICLE XIII - SPECIAL COMMITTEES**

#### Section 1

There may be special committees, as the District and Board of Directors deem necessary to conduct the work of the LWML. The assembly authorizing the committee shall determine the authority and responsibility of the committee.

#### Section 2

The ND LWML Special Gifts and Bequests Committee shall consist of five (5) members, including the District President, Financial Secretary, Treasurer, two (2) appointed LWML members, and the Senior Pastoral Counselor, and shall:

- a. elect chairman and secretary within the committee;
- b. receive notification of gifts and bequests and make recommendations to the Board of Directors;
- c. promote the Special Gifts and Bequests Fund;
- d. meet as often as needed, however, at least one (1) time per year;
- e. invest, manage, and maintain this fund to enhance the mission and ministry of the LWML;
- f. establish an investment policy subject to the approval of the Board of Directors;
- g. separate all gifts and bequests for identification so that all transactions may be properly recorded and monies disbursed accordingly;
- h. submit an annual financial statement of the ND LWML Special Gifts and Bequests Fund to the Board of Directors and a biennial report to the District Convention.

## **ARTICLE XIV - FINANCES**

### Section 1

#### Mission Offerings

- a. All regular mission offerings in the local societies or units within this District shall be collected through Mite Boxes or other voluntary means, and remitted to the District Financial Secretary monthly.
- b. Twenty-five percent (25%) or more of these funds shall be remitted monthly to the LWML by the District Treasurer. The District retains the remaining seventy-five (75%) or less for the District Mission Goal.

### Section 2

#### Zone Offerings

- a. All zones are asked to remit rally offerings in full, after expenses have been deducted, to the District Financial Secretary.
- b. In addition to zone offerings, each unit is asked to gather funds annually, at a rally, for delegates' expenses to the LWML convention. These funds shall be remitted to the District Financial Secretary.

### Section 3

Expenses incurred for routine administrative costs by the Board of Directors and its appointed committees, and for official representation at approved LWML functions, shall be paid from the District treasury.

## **ARTICLE XV - MISSION GRANT PROPOSALS**

### Section 1

Mission grant proposals shall be submitted in resolution form to the Vice President of Mission Grants at least six (6) months prior to the District Convention. Proposals may be submitted by LWML individuals, societies, units, zones, or LCMS Boards.

### Section 2

The convention may approve mission grants based on the amount of funds anticipated in the next biennium.

### Section 3

The following stipulations shall be observed in the administration of the District funds:

- a. No grants shall be made that necessitate a permanent subsidy from the funds.
- b. No grants shall be made to cover deficits or shortages in LCMS treasuries.
- c. No grants shall be made with borrowed funds.
- d. After payment of grants has been made, the responsibility of the District ceases.
- e. Reports on the progress of the work made possible by grants shall be published in the District newsletter.
- f. Funds voted for a mission grant must be disbursed or put to use within a two (2) biennium period, one (1) from the time of voting and the biennium following, or be reallocated by the District.
- g. The convention body may extend the time for one (1) biennium in the case of extenuating circumstances.
- h. In the event that changes in the Mission Grant plans occur, the District Board of Directors shall be authorized to act either in session, by mail, or electronic messaging.

## **ARTICLE XVI - RESOLUTIONS**

### Section 1

Recommendations, resolutions, and appeals, other than for mission grants, may be submitted for consideration to the District Convention by members, societies, units, or zones. Such resolutions shall be sent to the District President at least sixty (60) days prior to the convention.

### Section 2

Emergency resolutions and other memorials not received in the prescribed time may, by a majority vote of the Board of Directors, be presented to the convention for consideration.

#### **ARTICLE XVII - FISCAL YEAR**

The fiscal year of the District shall be from March 1 to the last day of February inclusive. The Financial Secretary and Treasurer shall close the books on the last day of February.

#### **ARTICLE XVIII - DISSOLUTION**

##### Section 1

The District LWML cannot be dissolved so long as one (1) zone demands its continuance.

##### Section 2

In the event of dissolution, the ND LWML Special Gifts and Bequests Fund and all remaining assets shall be divided equally: fifty percent (50%) to the LWML Endowment Fund and fifty percent (50%) to the North Dakota District.

#### **ARTICLE XIX - EMERGENCY ACTION**

In the event of any great emergency such as war, epidemic, or disaster, or other prevailing conditions making the holding of a convention inadvisable, the Board of Directors shall have the authority to determine whether the convention shall or shall not be held. A majority vote of the Board of Directors shall decide, and the vote may be taken by mail, fax, or electronic messaging. In the event a convention is not held, the Board of Directors shall have the authority to plan a procedure for conducting convention business.

#### **ARTICLE XX - PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE XXI - AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the voting members present at the biennial convention, provided the proposed amendments have been presented for consideration to the Board of Directors and have been published for consideration by units at least thirty (30) days prior to the convention. By unanimous vote, a proposed amendment may be presented to the convention without prior notice. A three-fourth (3/4) vote shall be required for adoption.

Adopted May 1964 with revisions made and adopted May 1966, May 1970, May 1972, May 1976, May 1978, May 1980, May 1982, June 1984, June 1986, June 1988, June 1990, June 1992, June 1994, June 1996, June 1998, June 2000, June 2002, June 2004, June 2006, June 2010.

Adopted June 2010

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Sue Corwin, President