

## NORTH DAKOTA LUTHERAN WOMEN'S MISSIONARY LEAGUE

### STANDING RULES

#### CONVENTIONS

##### **Convention Packets**

District Public Relations officer shall prepare a Call to Convention packet will appear in *The Messenger* 6-8 weeks prior to District Convention date. (4-12-96 rev. 3-14-09)

##### **Convention Speakers**

A minimum of \$200 is set as gratuity for convention keynote speakers. (4-12-96)

##### **Societies**

Charters for new societies will be presented at the biennial ND District LWML Convention. (4-12-96)

##### **Counselor's Pin**

The newly elected counselor will receive a pin at the beginning of his term in office. The pin will be presented by the District President at the close of convention. The District President will purchase the pin at District expense. (6-19-94)

##### **Convention Registration - One Day**

There will be a one day registration set at a reduced rate for any District Convention. (11-14-2009)

##### **Mission Grant Speakers**

Any speaker who is represented on the mission grant ballot may not speak to the convention until the mission grant voting is complete. (8-13-05)

##### **Convention Exhibitors**

Exhibitors who are not Recognized Service Organizations (RSO) of the LCMS must be pre-approved by District Counselors. (11-14-09)

**Grants** Any booth or display on the mission grant ballot may be visible before mission grant voting is complete (8-13-05)

#### CONVENTIONS (NATIONAL)

##### **Delegate Fund**

The Board of Directors recommends a suggested target for unit contribution to the delegate fund be \$3.00 per member. (3-2001)

##### **Delegate Orientation Meeting**

A delegate orientation meeting should be held no later than one month prior to a convention. At the discretion of the president this meeting may be held person-to-person, by e-mail, or conference call. (8-13-05)

It is the responsibility of the district president to give to each delegate a copy of the Delegate Guidelines found in the ND LWML Leader's Manual. (8-13-05)

### **Reimbursements**

For each zone delegate, YWR, and Counselor to the LWML Convention, the ND LWML will pay major round trip travel expense, including transportation from airport to motel. Transportation by car shall be paid at thirty cents (30¢) per mile up to the cost of the least expensive airfare, bus fare, or other transportation of other participants. *(11-2000; rev. 11-12-05; rev 03-03-07.)*

The district will also pay lodging for the delegates (4 to a room) and the counselor, for the days of the convention (Wednesday or Thursday, through Saturday night, at the discretion of the district BOD); convention registration, convention meal package, special lunch tickets, and meals not covered by the meal package, beginning with lunch on Thursday. The delegate will voucher those meals to the ND LWML. Delegates will be reimbursed up to \$6 for breakfasts, \$10 for lunches and \$12 for dinners. Snacks, alcoholic beverages, phone calls, souvenirs, etc. are the responsibility of the delegate *(03-03-07 rev 11-14-08)*

In the interest of good stewardship, delegates have the opportunity to pay all or a portion of the convention expenses. *(8-13-05)*

### **District President Expenses**

The ND LWML will pay expenses of the district president that are not covered by the national LWML. *(8-13-05)*

## **FINANCES**

### **Bonding**

All officers who are authorized to sign checks shall be bonded for \$25,000 each. *(11-20-04)*

### **Balance Checkbooks**

The checkbooks will be balanced monthly by someone whose name is not listed on the bank's signature cards. This person will be appointed by the President. *(3-2004)*

### **Expenses for meetings**

Maximum reimbursement of \$6.00 for breakfast and lunch, \$8.00 for dinner, no room service, for officially called District meetings. *(3-2004; rev. 8-13-05)*

### **Disposal of records**

Canceled checks and vouchers will be kept for five (5) years. Anything older may be destroyed. *(4-12-96)*

### **Credit Card**

The District President may obtain a credit card choosing the company of her preference. *(11-2000)*

### **Reimbursement Eligibility**

The District will not reimburse visitors to District meetings unless asked to make a presentation or participate in committee planning. *(4-12-94)*

### **Meal Reimbursement**

The District will offer a unit \$3.00 per plate when serving for an officially called District meeting. *(4-12-96)*

### **Other Reimbursements**

Board of Directors (BOD) are eligible for these reimbursements: Postage, phone calls when necessary, copying costs and other expenses incurred in the execution of their office, always being good stewards and using our mites to the fullest. *(4-12-96)*

**Mileage Reimbursement**

The District will reimburse thirty cents (30¢) per mile for travel for officially called District meetings. Share a ride wherever possible. (11-2000; rev. 11-12-2005)

**Missing Receipt Form**

A missing receipt form must be completed for expenses over \$25 when a receipt is not available. (3-2004)

**Financial Analysis**

The District LWML shall gift one hundred dollars (\$100) to the person or entity performing the financial analysis each biennium. (3-2006)

**Mites**

All mite offerings will be split 75/25 between the North Dakota District and National LWML unless otherwise designated before the collection. (11-4-2006)

**GIFTS AND BEQUESTS**

The Gifts and Bequests Committee is responsible for Joy Cards. The ND LWML Financial Secretary will send a thank you and another Joy card to the donor. The Financial Secretary will report the amounts and number of cards sent to the Gifts and Bequests committee. (6-2002)

A minimum of 20 percent (20%) of the monies received from Joy cards will be put into the Special Gifts and Bequests Fund. (6-2002)

If the remaining 80 percent (80%) is not designated, those monies will be deposited in the general fund, and will be distributed at the discretion of the ND District LWML Board of Directors. (6-2002)

**MEETINGS****Standing Committees**

Standing Committee members may be invited as non-voting members to officially called district meetings at the discretion of the president. (4-12-96)

**LWML Minutes**

Minutes of the ND District LWML Board of Directors meetings and convention shall follow the guidelines found in the most current Robert's Rules of Order, Newly Revised. (11-2003)

**Crisis Management**

A Crisis Management Team shall be appointed by the President for any event sponsored by the ND District LWML. (11-2003)

**Minutes Review**

A Minutes Review Committee shall be appointed for each ND District LWML Board of Directors meeting and each biennial ND District LWML Convention. This committee will be appointed by the President. (11-2003)

**MEMORIALS****Present Board of Directors Member**

The ND LWML will give a \$20 memorial gift to the ND District LWML Gifts and Bequests Fund upon the death of a present member of the Board of Directors or an immediate family member (spouse or child). The president shall determine official representation at the funeral or memorial service. (8-13-2005)

**Past District President**

The ND LWML will give a \$25 memorial gift to the ND District LWML Gifts and Bequests Fund upon the death of a past North Dakota LWML President. The president shall determine official representation at the funeral or memorial service. *(8-13-2005)*

**Past LCMS President**

The ND LWML will give a \$25 memorial gift to the ND District LWML Gifts and Bequests Fund upon the death of a past North Dakota LCMS President. The president shall determine official representation at the funeral or memorial service. *(8-13-2005)*

**Past Board of Directors Member**

The ND LWML will give a \$20 memorial gift to the ND District LWML Gifts and Bequests Fund upon the death of a past member of the Board of Directors. *(8-13-2005)*

**MISSION GRANTS****Surplus Monies**

Surplus monies from mite collections, at the end of each biennium, must be used for funding grants in order of vote received from previous convention, or be sent to fund LWML grants. *(5-5-80)*

**Mission Grants**

The Vice President of Mission Grants will determine the voting procedure for grants. *(4-16-94)*

**Grant Payments**

The District President, Vice President of Mission Grants, Financial Secretary and Treasurer have authority to pay grants between Board of Director meetings as mites are received, with prior approval having been given by the BOD. *(4-12-96)*

**RETREATS****Retreat Activities**

Money-making activities are discouraged at Retreats. *(4-12-96)*

**SHEPHERD'S HILL****Shepherd's Hill Representative**

The District approved that the LWML be represented on the Shepherd's Hill BOD, that being a volunteer position. No expenses will be paid by the District LWML. *(6-2002)*

**ZONES****Fall Rally Theme**

The theme for fall rallies is chosen by the ND District LWML Board of Directors. The Bible study prepared by the District LWML Senior Counselor is to be used along with mission speakers as the main program. (The ND District LWML is compiling a listing of available speakers. Please give any suggestions for speakers to the District LWML President or Vice President of Servant Resources.) *(1-12-1995; 3-13-2010)*

**Rally Month**

The District recommends that October be fall rally month. *(4-12-96)*

**Zone Structure *(3-13-2010)***

LWML members may attend rallies and other gatherings in any zone, if travel time and distance is advantageous. (You cannot vote, hold an office or be on a committee in any zone other than your own.)

Zones are encouraged to hold fall rallies in a central location to encourage greater attendance.

Units that are at the outer edges of a zone and would like to join another zone that is close in proximity and would involve less travel may apply to be transferred after completing the following requirements:

- a. The unit desiring to join a different zone should send a letter with the unit's pastor's signature requesting the transfer to the Zone President of the zone they wish to join before the Zone Executive Board Meeting.
- b. The unit requesting the change would attend the Fall Rally of the zone they wish to join and make the formal request. At the Fall Rally all members of the zone would vote on the request.
- c. Upon acceptance by the Zone the unit would send a letter with the unit's pastor's signature to the ND District LWML Board of Directors and the Zone they are leaving stating the transfer