

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

**Bylaws**

**2022 Printing**

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Lutheran Women's Missionary League  
North Dakota District Bylaws  
The Lutheran Church – Missouri Synod

**ARTICLE I - NAME**

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

**ARTICLE II - OBJECT**

The object of the LWML ND District shall be:

- a. to develop and to help maintain a mission consciousness among the women of the LWML ND District, 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;
- c. to foster and support the program of LWML;
- d. to take charge of, hold, and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization.

**ARTICLE III - STRUCTURE**

Section 1

The district is composed of individual women and women's groups/units within congregations of the LCMS North Dakota District, on campuses, in resident homes, or in other settings.

Section 2

The LWML ND District is organized into zones which consist of individual women and women's groups/units from LCMS congregations in their geographical areas. Zones shall conform to LCMS circuit lines where possible.

Section 3

Each zone shall write its own bylaws provided there are no conflicts with the bylaws of the LWML ND District. An electronic copy of the bylaws and any subsequent proposed amendments shall be submitted to the LWML ND District Bylaws Committee Chairman for approval by the LWML ND 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 to assist the LWML ND District in implementing the LWML program in the zone;
- b. 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 LWML ND District Financial Secretary;
- c. 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 LWML ND District Financial Secretary;

- d. submit one (1) name for the LWML ND District Nominating Committee in the even-numbered years;
- e. send a copy of the zone board and rally minutes to the LWML ND District President;
- f. send a copy of the zone rally program and minutes to the LWML ND District Archivist-Historian.

#### Section 5

- a. Zone representation at LWML conventions shall be determined according to the procedure outlined in Article V, Section 4.
- b. The names and addresses of the delegates and alternates shall be presented to the LWML ND 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 LWML ND District President and presentation to the LWML Recording Secretary.

### **ARTICLE IV - MEMBERS**

#### Section 1

- a. A woman who is a communicant member of an LCMS congregation is eligible for membership as an individual or in a group/unit.
- 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 groups/units affiliated with the LWML ND District from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit for the purpose of representation at LWML conventions.
- d. Groups/units formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in an LCMS congregation shall make application to the LWML ND District for recognition as group/unit.
- e. Request for recognition of membership shall be processed by the LWML ND District President with approval of the LWML ND District Board of Directors
- f. Individual membership is available to a woman in an LCMS congregation with or without a group or unit affiliated with LWML. Individual members shall have voice and vote at zone events. Individual membership is not considered a group or unit, nor does it confer voting privileges at the district or LWML level.
- g. A group or unit desiring to sever its connection with the LWML shall submit a written resignation to the LWML ND District President, stating the reason for such action.

### **ARTICLE V - CONVENTIONS**

#### Section 1

- a. A convention for the purpose of transacting the business of the LWML ND District shall be held biennially in the even-numbered years at a place located in each zone on a rotational basis.
- b. The host Zone shall work with the LWML ND District Convention Manager to select the convention site.

- c. The official call to convention shall be mailed or emailed to each group/unit of the LWML ND District and individual members six months prior to the convention.

#### Section 2

- a. The voting assembly of the convention shall be:
  - i. two (2) accredited delegates from each group or unit;
  - ii. voting members of the LWML ND District Board of Directors;
  - iii. past LWML ND District Presidents who are currently members of the LWML ND District.
- b. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.
- c. A majority of the registered voting assembly in attendance shall constitute a quorum.

#### Section 3

The procedure for units shall be:

- a. To elect/certify each delegate and alternate;
- b. the names of the accredited delegates and alternates shall be in the hands of the LWML ND 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 presented to the LWML ND District Recording Secretary;
- d. Zone Presidents shall not serve as unit delegates.

#### Section 4

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a place determined in a prior convention. District representation shall be as follows:

- a. districts may authorize one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention;
- b. delegates may vote in only one (1) capacity and proxy votes are prohibited;
- c. each certified delegate shall have a certified alternate when possible;
- d. the District President shall send the names of the certified delegates and alternates to the LWML Recording Secretary by the requested date in odd-numbered years;
- e. in the event neither the 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;
- f. 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 Communication

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:
  - i. the President, Vice President of Communication, Vice President of Human Care, Vice President of Mission Grants, and Treasurer shall be elected at one (1) LWML ND District Convention;
  - ii. the Vice President of Christian Life, Vice President of Servant Resources, Recording Secretary, and Financial Secretary shall be elected at the following LWML ND District Convention;
  - iii. 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 LWML ND District President must receive a letter of resignation from the officer.

## Section 3

All officers and appointed personnel must be active LWML ND District members of a group, unit or individual member.

## 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  
Vice President of Communication

## Section 5

Any officer may be removed from office prior to the expiration of his/her term of office by the LWML ND District 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 voting 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 LWML ND District conventions and at all meetings of the LWML ND District Board of Directors;
- b. appoint the appointed personnel, with the approval of the LWML ND District Board of Directors;
- c. appoint members of the standing committees and special committees, with the approval of the LWML ND District Board of Directors;
- d. fill all vacancies occurring in the elective and appointive offices, with the approval of the LWML ND District 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 LWML ND District 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 LWML ND District 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 LWML ND District Board of Directors;
- j. issue the LWML Certificate of Membership to individual units;
- k. serve as a member of the LWML Presidents Assembly, attend meetings, and present a report of these meetings to the LWML ND District Board of Directors;
- l. prepare a report for the LWML ND District Board of Directors' meetings and a report to the LWML ND District Convention, including a report of the activities of the LWML ND District Board of Directors;
- m. perform additional duties as set forth in the *LWML ND District Leaders Manual*.

### Section 2

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 LWML ND District Convention with the approval of the LWML ND District Board of Directors;
- e. plan and lead the LWML ND District Retreat with the help of the Senior Pastoral Counselor;
- f. prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;

- g. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

### Section 3

The Vice President of Communication shall:

- a. perform the duties of the President in the absence or at the request of the President;
- b. perform the duties of this office with the help of the Junior Pastoral Counselor;
- c. serve as chairman of the Communication Committee as outlined in the LWML ND District Leaders Manual;
- d. prepare a report for the LWML ND District Board of Directors meetings and for the LWML ND District Convention;
- e. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District 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 LWML ND District convention with the approval of the LWML ND District Board of Directors;
- f. prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
- g. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

### Section 5.

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 LWML ND District Board of Directors' meetings and for the LWML ND District Convention, including a report of the Mission Grants Committee;
- f. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

### Section 6

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 LWML ND District Board of Directors, Zone Servant Resource Coordinators, and others as requested by the LWML ND District Board of Directors with the approval of pastoral counselors;
- e. serve as an advisor for the Young Women's Representative(s) selected by the LWML ND District Board of Directors (See Article X, Section 3, 1.);
- f. serve as an advisor to the Committee for Young Women;
- g. prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
- h. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

#### Section 7

The Recording Secretary shall:

- a. keep a record of the convention proceedings and meetings of the LWML ND District Board of Directors;
- b. provide each member of the LWML ND District 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 LWML ND District convention to determine authenticity;
- d. provide a copy of the convention minutes to each unit;
- e. receive group/unit written membership applications and present to the LWML ND District Board of Directors for approval;
- f. keep accurate up-to-date records of the standing motions;
- g. prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
- h. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

#### Section 8

The Financial Secretary shall:

- a. be bonded at the expense of the District for an amount determined by the LWML ND District 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 LWML ND District Board of Directors;
- d. keep an itemized account of all receipts;
- e. transfer to the LWML ND District Treasurer all monies received, after recording all receipts;
- f. submit records for financial review prior to the biennial convention;
- g. supply groups, units and individual members in the LWML ND 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 LWML ND District Board of Directors' meetings and to the LWML ND District Convention;



- j. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

## Section 9

The Treasurer shall:

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

### Section 2

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

- a. The chairman shall be a voting member of the LWML ND 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 LWML ND District and who have served as group, unit, or zone officers with the stipulation that candidates for

President must all have served as voting members of the LWML ND District Board of Directors;

- d. obtain nominations for Pastoral Counselors from the members of the LWML ND District Board of Directors prior to the fall LWML ND District 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 LWML ND District 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 LWML ND 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 LWML ND District Board of Director member prior to the LWML ND District Convention;
- i. prepare printed ballots for the LWML ND District Convention with the candidates listed in alphabetical order;
- j. have its chairman prepare a report for the LWML ND District Board of Directors' meeting and for the LWML ND District Convention;
- k. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District 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 LWML ND District Convention.

#### Section 6

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

### **ARTICLE IX – SPECIAL APPOINTED PERSONNEL**

#### Section 1

The special appointed personnel shall be Archivist-Historian, Convention Manger, the Special Gifts and Bequests Chairman, and Parliamentarian:

- a. be appointed by the LWML ND District President with the approval of the LWML ND District Board of Directors;
- b. serve four (4) years, or until their successors are appointed, with their terms beginning immediately following a convention and be eligible for reappointment;
- c. attend the LWML ND District Board of Directors' meetings and LWML ND District Conventions, serving in an advisory non-voting capacity.

#### Section 2

The Archivist-Historian shall:

- a. compile biennially a comprehensive history of the LWML ND District;

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

### Section 3

The Convention Manager shall:

- a. serve as a liaison between the LWML ND District Board Of Directors and the Convention Chairman;
- b. be responsible for the implementation of all aspects pertaining to the LWML ND District biennial convention;
- c. prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
- d. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

### Section 4

The ND LWML Special Gifts and Bequests Chairman shall:

- a. have a committee consisting of five (5) members, including the LWML ND District President, Financial Secretary, Treasurer, one (1) appointed LWML member, and the Senior Pastoral Counselor.\
- b. elect secretary within the committee;
- c. receive notification of gifts and bequests and make recommendations to the LWML ND District Board of Directors;
- d. promote the Special Gifts and Bequests Fund;
- e. meet as often as needed, however, at least one (1) time per year;
- f. invest, manage, and maintain this fund to enhance the mission and ministry of the LWML;
- g. establish an investment policy subject to the approval of the LWML ND District Board of Directors;
- h. separate all gifts and bequests for identification so that all transactions may be properly recorded and monies disbursed accordingly;
- i. submit an annual financial statement of the LWML ND District Special Gifts and Bequests Fund to the LWML ND District Board of Directors and a biennial report to the LWML ND District Convention

### 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 LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
- d. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

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

### Section 1

#### Members

- a. The voting members of the LWML ND District 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 special appointed personnel shall be advisory members.
- c. When a zone president is unable to attend a LWML ND District Board of Directors' meeting or a LWML ND 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 LWML ND District President.
- e. No member shall hold more than one (1) voting position on the LWML ND District Board of Directors.

### Section 2

#### Meetings

- a. Regular meetings of the LWML ND District Board of Directors shall be held annually.
- b. Special meetings of the LWML ND District Board of Directors may be called by the President or by written request of a majority of the members of the LWML ND District 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 voting members shall constitute a quorum of the LWML ND District 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 LWML ND District between conventions;
- c. conduct business of the LWML ND District approved by LWML ND 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 special appointed personnel, standing committee, and special committee

- appointments made by the President;
- h. consider recommendations, resolutions, and appeals for presentation to the LWML ND District Convention;
  - i. 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;
  - j. take action on membership applications by individuals or units;
  - k. elect one (1) or more Young Women's Representatives from applications that are anonymously prepared by the Vice President of Servant Resources;
  - l. approve selected mission grant payments as deemed necessary and ready by the Vice President of Mission Grants;
  - m. 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);
  - n. 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;
  - o. approve an emergency grant made by the LWML ND District President;
  - p. approve the investment policy established by the Special Gifts and Bequests Fund Committee;
  - q. 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 LWML ND District in an advisory capacity;
- e. the Jr Counselor shall attend the National LWML Convention in an advisory capacity.
- f. serve as spiritual leaders to the officers and members of the LWML ND District;
- g. prepare devotions, Bible studies and worship services as requested;
- h. serve as doctrinal advisors to committees as assigned by the LWML ND District President;
- i. attend and prepare reports for the LWML ND District Board of Directors' meetings and for the LWML ND District Conventions.

### Section 2

In the event of a vacancy in the term of either Pastoral Counselor, the LWML ND District President with the LWML ND 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, Communications, 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 LWML ND District 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:
  - i. study the bylaws of the LWML ND District;
  - ii. submit to the LWML ND District Board of Directors for consideration such amendments as it deems advisable;
  - iii. submit the required number of copies of the LWML ND District bylaw amendments to the LWML Structure Committee Chairman for approval;
  - iv. submit proposed amendments to the LWML ND District convention body;
  - v. submit required number of copies of adopted bylaw amendments to the LWML Structure Committee for filing;
  - vi. receive and examine zone and unit bylaws and amendments, and approve those not in conflict with the bylaws of the LWML ND District and LWML;
  - vii. have its chairman prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
  - viii. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District 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 LWML ND District President, with the approval of the LWML ND District 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:
  - i. help develop programs and materials to nurture women's spiritual lives;
  - ii. have its chairman prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
  - iii. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

### Section 4

- a. The Communication Committee shall consist of three (3) or more members. The Vice President of Communication shall be the chairman. Two (2) or more additional members shall be appointed by the LWML ND District President, with the approval of the LWML ND District Board of Directors, to serve a term of two

- (2) years and be eligible for reappointment to one (1) consecutive term.
- b. The Communication Committee shall:
- i. promote and market products and activities of the LWML, including conventions, rallies, and retreats;
  - ii. be responsible for compiling and distributing the LWML ND District newsletter, the Call to Convention information, and the Convention Manual;
  - iii. oversee the maintenance and updates to the LWML ND District website through the use of a qualified webmaster;
  - iv. submit all work to the LWML ND District President and the Junior Pastoral Counselor for approval prior to printing and distribution;
  - v. provide copies of all publications to the Archivist-Historian and others as directed in the LWML ND District Leaders Manual;
  - vi. be responsible for the maintenance and updates to the LWML ND District database;
  - vii. maintain a file for future reference to pass on to successors, and provide training for the maintenance of the LWML ND District database;
  - viii. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

#### Section 5

- 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 LWML ND District 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:
- i. encourage sensitivity in women toward those who are hurting and in need;
  - ii. provide resources and encouragement to enable knowledgeable and biblical comfort to themselves and others;
  - iii. have its chairman prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
  - iv. perform additional duties as listed in the LWML ND District Leaders Manual and as requested by the LWML ND District President.

#### Section 6

- 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 LWML ND District 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:
- i. investigate and evaluate each mission proposal presented for consideration;
  - ii. present the mission grant proposals to the President and Executive Director of the North Dakota District LCMS for evaluation;
  - iii. select proposed mission grants for the convention ballot and submit them to the LWML ND District Board of Directors for evaluation and approval;

- iv. prepare a ballot of the approved mission grant proposals for the LWML ND District Convention;
- v. have its chairman prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
- vi. perform additional duties as listed in the LWML ND District Leader Manual and as requested by the LWML ND District President.

Section 7

- 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 LWML ND District President, with the approval of the LWML ND District 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:
  - i. promote programs and consultation resources to help develop new LWML groups and units;
  - ii. develop resources and training to assist existing LWML groups and units;
  - iii. identify women with special abilities and talents to serve in leadership positions in the LWML;
  - iv. 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;
  - v. have its chairman prepare a report for the LWML ND District Board of Directors' meetings and for the LWML ND District Convention;
  - vi. perform additional duties as listed in the LWML ND District Leader Manual and as requested by the LWML ND District President.

Section 8

- 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 be between the ages of 18 to 35 when appointed.
- c. The Committee for Young Women shall:
  - i. encourage spiritual growth in young women;
  - ii. create and provide ideas, techniques, and resources to encourage young women to participate in LWML programs and activities;
  - iii. plan and coordinate special LWML programs for young women;
  - iv. serve under the Vice President of Servant Resources;
  - v. perform additional duties as listed in the LWML ND District Leader Manual and as requested by the LWML ND District President.

Section 9

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



## **ARTICLE XIII - SPECIAL COMMITTEES**

There may be special committees, as the LWML ND District and LWML ND District 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.

## **ARTICLE XIV -FINANCE**

### Section 1

#### Mission Offerings

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

### Section 3

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

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

### Section 1

- a. Mission grant proposals shall be submitted in resolution form to the LWML ND District Vice President of Mission Grants at least six (6) months prior to the LWML ND District Convention. Proposals may be submitted by LWML individuals, groups, units, zones, or LCMS Boards.
- b. All mission grant proposals shall have the approval of the LWML ND District Board of Directors and the LWML ND District President.

### 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 LWML ND 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 LWML ND

- District ceases.
- e. Reports on the progress of the work made possible by grants shall be published in the LWML ND 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 LWML ND 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 LWML ND District Board of Directors shall be authorized to act either in session, by mail, or electronic messaging.

#### **ARTICLE XVI - FISCAL YEAR**

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

#### **ARTICLE XVII – RESOLUTIONS AND APPEALS**

##### Section 1

Recommendations, resolutions, and appeals, other than for mission grants, may be submitted for consideration to the LWML ND District Convention by members, groups, units, or zones. Such resolutions shall be sent to the LWML ND 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 LWML ND District Board of Directors, be presented to the convention for consideration.

#### **ARTICLE XVIII - 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 LWML ND District Board of Directors shall have the authority to determine whether the convention shall or shall not be held. A majority vote of the LWML ND District 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 LWML ND District Board of Directors shall have the authority to plan a procedure for conducting convention business.

#### **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 LWML ND District 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 XX - 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 LWML ND District 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.

## **ARTICLE XXI - DISSOLUTION**

### Section 1

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

### Section 2

In the event of dissolution, the LWML ND District 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 LCMS North Dakota District.

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, June 2012, June 2018, July 2020, June 2022

Adopted June 2022

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LaurieAnn Totenhagen, President