

**BYLAWS
FLORIDA-GEORGIA DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE
September 2008**

ARTICLE 1 - NAME

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

ARTICLE II - OBJECT

As an auxiliary of the LCMS, the object of this District shall be:

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

ARTICLE III - STRUCTURE

- A. The District LWML is composed of individual women and women's societies within congregations of the LCMS, Florida-Georgia District, on campuses, in resident homes, or in other settings.
- B. The District LWML shall be divided into groups for the purpose of representation at LWML Conventions. These groups shall be known as Zones. Zones shall conform to the LCMS district circuit lines where possible.
- C. Structuring of a new Zone shall be voted upon by the District LWML Board of Directors and ratified at the next District LWML Convention.
- D. Each Zone shall be allowed one (1) accredited delegate to the LWML Convention for ten (10) or fewer Units, and one (1) additional delegate for each ten (10) additional Units or major fraction thereof. Delegates are to be selected according to Zone bylaws.
- E. Each Zone shall promote Christian fellowship and further educational and inspirational objectives of the LWML.
- F. Zones shall not support monetary grants other than District LWML grants and LWML grants.
- G. Expenses within the Zone shall be paid as provided in the Zone bylaws.
- H. Each Zone shall write its own bylaws to conform to the District LWML. The District Structure Committee shall submit the bylaws and any subsequent proposed amendments to the District LWML Structure Committee Chairman for approval before being presented to the Zone membership for adoption.

ARTICLE IV - MEMBERS

SECTION 1

- A. The District LWML shall consist of women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings. Applications for membership shall be submitted in writing to the District LWML Executive Committee through the Membership Resources Chairman.
- B. Women who hold membership in an LCMS congregation may form a Society in a setting other than a congregation, a campus, or a resident home upon approval of the Executive Committee and the respective Zone Executive Committee.
- C. Each Unit shall consist of women of the local congregation who are communicant members and who participate in and promote the purposes and objects of the LWML.
- D. When a congregation has several groups affiliated with the LWML, they shall be considered one (1) Unit.
- E. Society and/or Unit membership shall be ratified at the next District LWML Convention.

SECTION 2

- A. Individual membership is available to a woman in an LCMS congregation with or without a Unit affiliated with the District LWML. Individual membership is not considered a Unit.

- B. An individual member may hold a Zone or District LWML office and, in such capacity, serve as delegate at District or LWML Conventions.

ARTICLE V – DISTRICT CONVENTION

SECTION 1

- A. The District LWML shall hold conventions biennially, in even-numbered years, at a time and place determined by the convention or by the District LWML Board of Directors.
- B. In the event of an emergency, the Executive Committee shall have the authority to determine whether the convention shall or shall not be held and how convention business shall be accomplished.

SECTION 2

- A. Each Unit within the District shall be allowed two (2) delegates to the convention.
- B. Each delegate shall have an alternate.
- C. The names of the delegates and alternates shall be delivered to the District LWML Recording Secretary at least four (4) weeks prior to the convention.
- D. In the event a delegate is unable to fulfill her responsibilities, her alternate shall be certified as the delegate by the Credentials Chairman upon presentation by the Zone President.
- E. In the event neither the delegate nor alternate is able to fulfill her responsibilities, the Zone President may present a member of the same Unit to the Credentials Chairman to be certified as the delegate.

SECTION 3

- A. Elected officers and Zone Presidents shall be the District LWML Board of Directors members with convention voting privileges.
- B. A Zone President shall not serve as a Society delegate.

SECTION 4

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

SECTION 5

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

ARTICLE VI - ELECTED OFFICERS AND VACANCIES

SECTION 1

The elected officers shall be President, Vice President for Communication, Vice President for Mission Grants, Vice President for Mission Service, Vice President for Spiritual Growth, Recording Secretary, Financial Secretary, and Treasurer.

SECTION 2

The officers shall be elected by ballot at the District LWML Convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for re-election to the same office.

SECTION 3

- A. The President, Vice President for Mission Grants, Vice President for Spiritual Growth, and Financial Secretary shall be elected at one (1) convention.
- B. The Vice President for Communication, Vice President for Mission Service, Recording Secretary, and Treasurer shall be elected at the following convention.

SECTION 4

In the event a vacancy should occur:

- A. in the office of President, the Board of Directors shall fill the vacancy pursuant to Article XIII, Section 2, F. The election shall be by ballot vote. The candidates eligible to fill the vacancy shall be the Vice Presidents who are serving in the third or fourth year of

their term of office. If there is no regularly scheduled meeting of the Board of Directors within thirty (30) days of the vacancy in the office of President, a special meeting shall be called by the Vice President for Mission Service within thirty (30) days of such vacancy for the express purpose of electing a new President pursuant to Article VIII Section 4, E.

- B. in any other elective position, the Executive Committee pursuant to Article XIV, Section 2, G shall fill such vacancy.

SECTION 5

Any officer who has filled an un-expired term in an elected office shall be eligible for election to the same office.

SECTION 6

Elected officers shall assume their duties at the close of the convention.

SECTION 7

The retiring financial officers shall, within sixty (60) days following the convention, deliver to their successors all materials and funds pertaining to their office. All other officers shall, within thirty (30) days following the convention, deliver to their successors all materials pertaining to their office.

ARTICLE VII - NOMINATIONS AND ELECTIONS

SECTION 1

- A. The voting assembly at each District LWML Convention shall elect a Nominating Committee of three (3) members from a slate of five (5) candidates.
- B. The candidate receiving the highest number of votes shall be chairman, and shall:
 - 1. report to each regular meeting of the Board of Directors as a voting member, and to the District Convention as a non-voting member;
 - 2. prepare a report for the convention manual;
 - 3. perform other duties as set forth in the *Leaders Manual*.
- C. The candidate receiving the next highest number of votes shall fill a vacancy on the committee.

SECTION 2

The Nominating Committee shall:

- A. submit a slate of at least two (2) candidates for each elected office;
- B. submit two (2) candidates for Pastoral Counselor from the four (4) nominees elected by the Executive Committee (subject to approval by the LCMS District President);
- C. obtain written consent of all nominees to serve, if elected;
- D. submit to the *Evangel* a report to be published prior to the convention.

SECTION 3

- A. Nominations may be made from the convention floor, except Pastoral Counselors, provided the nominee meets all qualifications for office, is present, and has provided written consent to serve, if elected.
- B. Each candidate shall provide one hundred twenty-five (125) copies of their resume.

SECTION 4

- A. Candidates may be selected from names submitted by Societies, Zones, or individual members.
- B. Candidates for President shall have had at least four (4) years of District LWML experience as an elected member of the Executive Committee.
- C. Candidates for all other offices shall have had at least two (2) years of Zone or Society experience as an elected officer.

SECTION 5

- A. A majority vote shall elect.
- B. In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.

ARTICLE VIII - DUTIES OF OFFICERS

SECTION 1

The President shall:

- A. attend all LWML Board of Directors meetings and conventions, and present a report of these meetings to the District LWML Board of Directors;
- B. preside at the District LWML Convention and all meetings of the Executive Committee and Board of Directors;
- C. be responsible for the execution of all resolutions passed by the convention body, Executive Committee, and Board of Directors;
- D. be an ex-officio member of all committees, except the Nominating Committee;
- E. appoint chairmen of standing committees, special appointed personnel and special committees, as needed, subject to approval by the Executive Committee;
- F. be responsible for supervising the Archivist, Meeting Manager, Structure Chairman and Zone Presidents/Chairmen;
- G. assist the District LWML, Zones, and Societies to encourage people of cultural and/or ethnic diversity to join the programs and activities of the LWML, value their uniqueness, and to build Christ-centered relationships with them;
- H. provide materials and training to enable each member to increase her skills for leadership in the LWML and to provide ideas, techniques and resources which will enrich and stimulate growth in individuals, societies and zones;
- I. receive and approve vouchers for payment of legitimately incurred expenditures and forward approved vouchers to the Treasurer for issuance of checks;
- J. insure that the District insurance policy is current and active and includes required bonding coverage;
- K. present an oral and written report to the convention including a report of activities of the District LWML Executive Committee;
- L. provide a report for the convention manual;
- M. approve the contents of the convention manual;
- N. perform other duties as set forth in the *Leaders Manual*.

SECTION 2

The Vice President for Communication may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Communication Department;
- B. serve as Communication Committee Chairman, whose duties include:
 - 1. to disseminate information;
 - 2. to coordinate convention and retreat publicity;
 - 3. to prepare the convention manual;
 - 4. to coordinate participation by outside exhibitors and bookstores for convention;
 - 5. to coordinate participation by outside resource providers for retreats as permitted by the retreat facility;
 - 6. to be responsible for displays at LCMS Conventions and other events with the approval of the Executive Committee;
- C. appoint members of the Communication Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District LWML Executive Committee;
- E. provide materials and training to enable each member to increase her skills for leadership in the LWML and to provide ideas, techniques and resources which will enrich and stimulate growth in individuals, societies and zones;
- F. attend the LWML Convention, at District LWML expense, in the capacity of Vice President for communication in the year immediately following election to office;
- G. provide a report for the convention manual;

- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 3

The Vice President for Mission Grants may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Mission Grants Department;
- B. serve as Mission Grants Committee Chairman;
- C. appoint members of the Mission Grants Committee, subject to approval by the Executive Committee;
- D. assist the District LWML, Zones and Societies to encourage people of cultural and/or ethnic diversity to join in the programs and activities of the LWML, value their uniqueness, and to build Christ-centered relationships with them;
- E. provide materials and training to enable each member to increase her skills for leadership in the LWML and to provide ideas, techniques and resources which will enrich and stimulate growth in individuals, societies and zones;
- F. perform other duties as directed by the President with the approval of the District LWML Executive Committee;
- G. attend the LWML Convention, at District LWML expense, in the capacity of Vice President for Mission Grants in the year immediately following election to office;
- H. provide a report for the convention manual;
- I. perform other duties as set forth in the *Leaders Manual*.

SECTION 4

The Vice President for Mission Service may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Mission Service Department;
- B. serve as Mission Service Committee Chairman;
- C. appoint members of the Mission Service Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District LWML Executive Committee;
- E. in the event of a vacancy in the office of President where there is no regular meeting of the Board of Directors scheduled within thirty (30) days of the vacancy, call a special meeting of the Board of Directors within thirty (30) days of such vacancy for the express purpose of electing a new President pursuant to Article VI, Section 5;
- F. assist the District LWML, Zones and Societies to encourage people of cultural and/or ethnic diversity to join in the programs and activities of the LWML, value their uniqueness, and build Christ-centered relationships with them;
- G. provide materials and training to enable each member to increase her skills for leadership in the LWML and to provide ideas, techniques and resources which will enrich and stimulate growth in individuals, societies and zones;
- H. attend the LWML Convention, at District LWML expense, in the capacity of Vice President for Mission Service in the year immediately following election to office;
- I. provide a report for the convention manual;
- J. perform other duties as set forth in the *Leaders Manual*.

SECTION 5

The Vice President for Spiritual Growth may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Spiritual Growth Department;
- B. serve as Spiritual Growth Committee Chairman;

- C. appoint members of the Spiritual Growth Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District LWML Executive Committee;
- E. provide materials and training to enable each member to increase her skills for leadership in the LWML and to provide ideas, techniques and resources which will enrich and stimulate growth in individuals, societies and zones;
- F. attend the LWML Convention, at District LWML expense, in the capacity of Vice President for Spiritual Growth in the year immediately following election to office;
- G. provide a report for the convention manual;
- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 6

The Recording Secretary shall:

- A. keep an accurate record of the proceedings of District LWML Conventions, Board of Directors meetings, and Executive Committee meetings;
- B. provide the LWML President and each member of the District LWML Board of Directors with a copy of all minutes of District LWML Board of Directors meetings and conventions;
- C. provide the LWML President and each member of the District LWML Executive Committee with a copy of all minutes of the District LWML Executive Committee meetings;
- D. prepare and file in the minutes book a record of current regulations, listing all motions of continuing action adopted at conventions;
- E. serve as Credentials Chairman for the District;
- F. receive credentials from delegates prior to the District LWML Convention;
- G. write a history of the activities of the District LWML for the biennium.
- H. provide a report for the convention manual;
- I. perform other duties as set forth in the *Leaders Manual*.

SECTION 7

The Treasurer shall:

- A. make authorized payment for expenses;
- B. prepare a report to be filed with the President and Recording Secretary at all meetings;
- C. submit books for financial review at the close of each biennium or upon request of the District LWML Executive Committee;
- D. be bonded through the District insurance policy;
- E. prepare an operating budget for approval by the District LWML Board of Directors, to be submitted to the District LWML Convention;
- F. prepare a retreat and a convention budget;
- G. provide a report for the convention manual;
- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 8

The Financial Secretary shall:

- A. receive all funds, keep a record of them, and deposit them in a bank approved by the District LWML Executive Committee;
- B. prepare a report to be filed with the President and Recording Secretary at all meetings;
- C. submit books for financial review at the close of each biennium or upon request of the District LWML Executive Committee;

- D. be bonded through the District insurance policy;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

ARTICLE IX - APPOINTED OFFICERS

SECTION 1

The appointed officers shall be Meeting Manager, Membership Resources Chairman, Scholarship Chairman, Structure Chairman, and Young Women Developer, appointed by the President, and shall:

- A. serve a term of two (2) years and be eligible for one (1) reappointment, with the exception of the Scholarship Chairman who shall serve a term of four (4) years and be eligible for one (1) reappointment;
- B. report to each regular meeting of the Board of Directors, attending as a voting member, and to the convention as a nonvoting member.

SECTION 2

The Meeting Manager shall:

- A. be responsible to the President;
- B. serve as an advisory member of the Executive Committee;
- C. coordinate registration and housing for District Delegates to the LWML Convention and attend LWML conventions, at District LWML expense, in the capacity of Meeting Manager;
- D. coordinate housing for the Executive Committee and Board of Directors at their respective meetings and arrange for airport pick-up when necessary;
- E. review potential convention and retreat sites and report to the Executive Committee and Board of Directors;
- F. serve as liaison with appointed Convention and Retreat Chairmen, with approved convention and retreat sites, and with program planning for each;
- G. provide a report for the convention manual;
- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 3

The Membership Resources Chairman shall:

- A. be responsible to the Vice President for Communication;
- A. serve as Membership Resources Committee Chairman, whose duties include:
 1. prepare a directory of Societies, Society Officers, and members of the Board of Directors;
 2. provide mailing labels for officers or chairmen as requested;
 3. coordinate subscription orders, billing, and receipt of payments for the *Lutheran Woman's Quarterly and Evangel*;
 4. encourage churches with no LWML affiliation to form women's organizations for the purpose of District LWML affiliation and facilitate the application process;
 5. collect required Society statistics each biennium.
 6. maintain a file of Member Profiles which will include both past and current Board of Director members.
- B. provide a report for the convention manual;
- C. perform other duties as set forth in the *Leaders Manual*.

SECTION 4

The Scholarship Chairman shall:

- A. be responsible to the Vice President for Mission Grants and serve as a member of the Mission Grants Department;
- B. serve as Scholarship Committee Chairman, whose duties include:
 1. to solicit applications for scholarships;
 2. to oversee selection of recipients;

- 3. to monitor compliance;
- 4. to generate all necessary correspondence;
- C. provide a report for the convention manual;
- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 5

The Structure Chairman shall:

- A. be responsible to the President;
- B. serve as Structure Committee Chairman, whose duties include:
 - 1. to approve Zone and Society bylaws;
 - 2. to submit the required number of copies of proposed District LWML bylaw amendments to the LWML Structure Chairman prior to presenting them to the District LWML Board of Directors for approval;
 - 3. to coordinate, update, and publish District LWML bylaws, job descriptions, guidelines, and procedures each biennium;
- C. serve as adviser on parliamentary procedure to the President, officers, and LWML members upon request;
- D. prepare ballots for the election of mission grants and officers at the District LWML convention and supervise the Tellers for each election;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

SECTION 6

The Young Women Developer shall:

- A. be responsible to the Vice President for Spiritual Growth;
- B. serve as Young Women Development Committee Chairman, whose duties include:
 - 1. to assist the District LWML, Zones, and Societies to identify and meet the needs of young women;
 - 2. to assist the District LWML, Zones, and Societies to build Christ-centered relationships with young women;
 - 3. to encourage young women to participate in the programs and activities of LWML;
- C. provide a report for the convention manual;
- D. perform other duties as set forth in the *Leaders Manual*.

ARTICLE X - SPECIAL APPOINTED PERSONNEL

SECTION 1

The special appointed personnel shall be Archivist, *Evangel* Editor, Event Chairmen, and Web Master, appointed by the President, and shall:

- A. serve for a term of two (2) years and be eligible for one (1) consecutive reappointment with the following exceptions:
 - 1. Archivist shall serve indefinitely at the discretion of the President;
 - 2. Event Chairmen shall serve from their appointment to the conclusion of the event;
- B. attend meetings of the District LWML Board of Directors and the District convention, at the discretion of the President, without a vote, with the exception of the Event Chairmen who shall attend District LWML Board of Directors meetings beginning with the Winter meeting prior to the event through the winter meeting following the event, without a vote.

SECTION 2

The Archivist shall:

- A. be responsible to the President;
- B. gather and preserve records and other materials of historical significance in the LWML;
- C. provide a report for the convention manual;

- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 3

The *Evangel* Editor shall:

- A. be responsible to the Vice President for Communication;
- B. provide for publication and distribution of the *Evangel*;
- C. have editorial privileges;
- D. provide a report for the convention manual;
- E. perform other duties as set forth in the *Leaders Manual*.

SECTION 4

The Event Chairmen shall:

- A. be responsible to the President and the Meeting Manager;
- B. serve as Chairman of the District Event Committee;
- C. provide a report for the convention manual;
- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 5

The Web Master shall:

- A. be responsible to the Vice President for Communication;
- B. provide for the design and maintenance of the Website;
- C. have editorial privileges;
- D. provide a report for the convention manual;
- E. perform other duties as set forth in the *Leaders Manual*.

ARTICLE XI – ZONE PRESIDENTS/CHAIRMEN

SECTION 1

The Zone Presidents/Chairmen shall:

- A. serve at the discretion of their respective zone;
- B. attend all meetings of the District Board of Directors, and if unable to attend, she, or her zone officers, may appoint any zone member to attend as an alternate with voice and vote;
- C. be responsible to the President;
- D. provide zone rally minutes and zone rally report forms to the President and Secretary by completing the report forms provided and bringing these to the next Board of Directors meeting;
- E. serve as liaison between the District and Zone, disseminating information provided by the District to zone and unit officers and including informing the President and *Evangel* editor of rally dates and locations as early as possible;

- F. ensure that zone officers and/or host units complete required Zone Rally Financial Statements and remit to the Financial Secretary along with a check made payable to the FL-GA District LWML. (Rally registration overage plus ninety (90) percent of the rally offering is to be remitted to District for the LWML convention delegate fund);
- G. attend the LWML Convention, at district expense, as a voting delegate representing their respective Zone;
- H. provide the District President with the name and addresses of the Zone Alternate Delegate to the LWML Convention in the event that the Zone President/Chairman is unable to attend;
- I. assist Zones and Societies to encourage people of cultural and/or ethnic diversity to join in the programs and activities of the LWML, value their uniqueness, and build Christ-centered relationships with them;
- J. provide materials and training to enable each member to increase her skills for leadership in Zones and Societies and to provide ideas, techniques and resources which will enrich and stimulate growth in individuals, societies and zones;
- K. perform other duties as set forth in the *Leaders Manual*.

ARTICLE XII – MEETINGS

SECTION 1

The District LWML Board of Directors shall:

- A. hold semi-annual meetings, the time and place to be determined by the President with the approval of the Board of Directors;
- B. hold special meetings if called by the Executive Committee or upon written request of seven (7) voting members of the Board of Directors;
- C. consider a majority of the voting members of the District LWML Board of Directors present at a meeting to constitute a quorum.

SECTION 2

The District LWML Executive Committee shall:

- A. hold regular meetings three (3) times per year, the time and place to be determined by the President or by a majority vote of the Executive Committee;
- B. hold special meetings of the District LWML Executive Committee if called by the President or upon written request of three (3) members of the Executive Committee;
- C. consider a majority of the voting members of the District LWML Executive Committee present at a meeting to constitute a quorum.

ARTICLE XIII - BOARD OF DIRECTORS

SECTION 1

- A. The District LWML Board of Directors shall be the elected officers, appointed officers, Zone Presidents, and the Chairman of the Nominating Committee. The District LWML Pastoral Counselors shall be advisory members. The immediate past President shall be an honorary member for one (1) year.
- B. No voting member shall vote in more than one (1) capacity.
- C. When a Zone President is unable to attend a Board of Directors meeting or convention, the Zone Vice President or any other elected Zone officer may be authorized by the Zone President or Zone officers to attend as the Zone alternate. She shall have the privilege of voice and vote.

SECTION 2

The Board of Directors shall:

- A. approve programs which require financial support from the District;
- B. carry out the business of the District LWML as directed by the District LWML Convention;
- C. determine the place of the District LWML Convention when such selection has not been made at a previous convention;
- D. determine the subscription rate of the *Evangel*;
- E. consider recommendations and resolutions of the Executive Committee;

- F. elect a President from the eligible Vice Presidents in the event a vacancy should occur in the office of President pursuant to Article VI Section 5.

ARTICLE XIV - EXECUTIVE COMMITTEE

SECTION 1

The Executive Committee shall be composed of all elected District LWML officers. The Meeting Manager and the District LWML Pastoral Counselors shall serve in an advisory capacity. The immediate past President shall be an honorary member for one (1) year.

SECTION 2

The Executive Committee shall:

- A. transact the necessary business between meetings of the District LWML Board of Directors;
- B. promote the objectives of the LWML within the District and initiate programs to meet the needs of the members;
- C. plan and supervise the program of the District LWML Convention and approve the convention budget;
- D. determine the amounts of insurance coverage
- E. approve the financial institution for the deposit of funds;
- F. arrange for insurance coverage including dishonesty policy for the President and financial officers;
- G. fill vacancies occurring in elected or appointed offices, except in the office of the President;
- H. approve officer and committee appointments;
- I. receive and take appropriate action on Society membership applications;
- J. consider and approve mission grant requests for presentation to the District Convention;
- K. consider and approve mission grant requests for submission to the LWML Convention.

ARTICLE XV – PASTORAL COUNSELORS

SECTION 1

- A. The Counselors of the District LWML shall be two (2) pastors of the LCMS.
- B. The District LWML shall elect one (1) Pastoral Counselor at each biennial Convention from a list of names approved by the President of the Florida-Georgia District LCMS. A nominee's permission shall be obtained prior to the election. Each Pastoral Counselor shall serve for a term of four (4) years and shall not be eligible to succeed himself.

SECTION 2

The Pastoral Counselors shall:

- A. serve the District LWML in an advisory capacity;
- B. attend all District LWML Conventions and meetings of the Board of Directors and Executive Committee at the expense of the District LWML;
- C. attend the LWML Convention, at District LWML expense, in the capacity of Pastoral Counselor in the year immediately following election to office;
- D. provide a report for the convention manual;
- E. perform other duties as set forth in the *Leaders Manual*.

ARTICLE XVI - DEPARTMENTS AND COMMITTEES

SECTION 1

- A. The departments shall be Communication, Mission Grants, Mission Service, and Spiritual Growth, with a Vice President serving as coordinator of each department. The coordinator shall be an ex-officio member of the committees in the department.

- B. The standing committees shall be Communication, Finance, Membership Resources, Mission Grants, Mission Service, Scholarship, Spiritual Growth, Structure, and Young Women Development.

SECTION 2

- A. The Communication Department shall include the Communication Committee and Membership Resources Committee. The Vice President for Communication shall be coordinator of the department.
- B. The Communication Committee, composed of the Vice President for Communication as Chairman, *Evangel* Editor and Web Master and as many members as deemed necessary by the chairman, shall:
 - 1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
 - 2. assist with duties assigned to the Vice President for Communication as requested;
 - 3. assist with duties assigned to the Evangel Editor as requested;
 - 4. obtain copyright permission for the District LWML;
 - 5. oversee the maintenance and usage of the District LWML Website;
 - 6. oversee maintenance and usage of display board;
 - 7. arrange for and coordinate exhibitors at district conventions;
 - 8. prepare, edit and publish the District Convention Manual.
- C. The Membership Resources Committee, composed of the Membership Resources Chairman and as many members as is deemed necessary by the chairman, shall:
 - 1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
 - 2. keep current lists of all District LWML Societies and the names and addresses of Society officers;
 - 3. keep a current list of all members of the Board of Directors and their addresses;
 - 4. prepare a directory to be made available to the Board of Directors that includes names and addresses of Society officers and members of the Board of Directors;
 - 5. provide mailing labels for officers or chairman as requested;
 - 6. receive orders from Societies and prepare the subscription orders for the *Lutheran Woman's Quarterly* and *Evangel*;
 - 7. send out bills and receive payment from Societies for the *Lutheran Woman's Quarterly* and *Evangel* subscriptions;
 - 8. forward payments received for subscriptions to the District LWML Financial Secretary;
 - 9. encourage churches with no LWML affiliation, with the help of the Zone President, to form women's organizations for the purpose of District affiliation;
 - 10. forward applications from women's organizations desiring District LWML affiliation to the Executive Committee;
 - 11. collect statistics from Societies each biennium. These statistics shall be forwarded to LWML or the District LWML upon request.

SECTION 3

- A. The Mission Grants Department shall include the Mission Grants Committee and the Scholarship Committee. The Vice President for Mission Grants shall be coordinator of the department.
- B. The Mission Grants Committee, composed of the Vice President for Mission Grants as chairman and as many members as deemed necessary by the chairman, shall:
 - 1. serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
 - 2. provide materials and suggestions to encourage greater mission consciousness and active participation among the women of the District LWML;
 - 3. investigate, evaluate, select, and submit proposed mission grants to the Executive Committee for inclusion on the District LWML Convention ballot;
 - 4. prepare and send a report of the proposed mission grants to each Society in coordination with the Vice President for Communication prior to the District LWML Convention;
 - 5. keep the District LWML informed of the progress of adopted grants through the publication *Evangel*, and Mission Grant Display Board.
- C. The Scholarship Committee, composed of an appointed chairman who has been a prior Scholarship Committee member, the Vice President for Mission Grants, a district pastor, and two (2) additional committee members, shall:
 - 3. have its members serve for a term of four (4) years and be eligible for one (1) consecutive reappointment with the exception of the Vice President for Mission Grants;
 - 4. follow the Standing Rules of the Scholarship Committee for notifying, choosing, encouraging, monitoring, corresponding, and congratulating scholarship recipients; adhere to all deadlines and other guidelines.

SECTION 4

- A. The Mission Service Department shall include the Mission Service Committee. The Vice President for Mission Service shall be the coordinator of the department.
- B. The Mission Service Committee, composed of the Vice President for Mission Service as chairman and as many members as deemed necessary by the chairman, shall:

1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. alert members to opportunities and challenges for mission service in the church, community, and world;
3. encourage active participation and provide materials and suggestions for mission service programs.

SECTION 5

- A. The Spiritual Growth Department shall include the Spiritual Growth Committee and the Young Women Development Committee. The Vice President for Spiritual Growth shall be coordinator of the department.
- B. The Spiritual Growth Committee, composed of the Vice President for Spiritual Growth as chairman and as many members as deemed necessary by the chairman, shall:
 1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
 2. plan programs and provide materials to enable women of the church to grow spiritually;
 3. encourage active participation in spiritual development programs;
 4. be responsible for the planning and carrying out of the program for the District LWML Retreat subject to approval by the Executive Committee;
 5. oversee LWML District resource center for conventions and retreats.
- C. The Young Women Development Committee, composed of the Young Women Developer as chairman and as many members as deemed necessary by the chairman, shall:
 1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
 2. be responsible for preparing an application form for young women who desire to become Young Women Representatives;
 3. distribute applications and guidelines and determine timely deadline dates for applications and selections;
 4. select and submit to the District President, two (2) young women as District Representatives for the LWML Convention;
 5. organize, plan, and implement all Young Women Representative programs for District LWML events;
 6. assist the District LWML, Zones, and Societies to plan and implement programs to meet the special needs of young women and to encourage their participation in the LWML.

SECTION 6

The Finance Committee, composed of the Financial Secretary, Treasurer, Recording Secretary, and Meeting Manager shall:

- A. consider all financial matters that may arise in the District LWML and present any recommendations to the Board of Directors;
- B. examine the proposed budgets, which have been prepared by the Treasurer, before submission to the Board of Directors for approval;
- C. count all convention and retreat offerings;
- D. maintain and keep current an inventory of District assets.

SECTION 7

The Structure Committee, composed of the Structure Chairman and as many members as deemed necessary by the chairman, shall:

- C. serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
- D. study the bylaws of the District LWML and submit to the Board of Directors for approval proposed amendments as deemed advisable;
- E. send the requested number of copies of proposed amendments to the LWML Structure Committee Chairman prior to presentation for adoption;
- F. prepare and send a report of any proposed changes of the bylaws to each society, in coordination with the Vice President for Communication, prior to the District LWML Convention;
- G. present District bylaws revisions and amendments to the convention for adoption;
- H. distribute copies of updated District LWML bylaws following any district convention in which changes were adopted;
- I. distribute updated copies of District LWML job descriptions, guidelines and procedures following each District LWML convention;
- J. receive and examine Zone and Society bylaws and proposed amendments, and approve those not in conflict with the bylaws of the District LWML.

ARTICLE XVII - GRANTS

SECTION 1

- A. Requests for mission grants shall be submitted to the Vice President for Mission Grants at least one hundred eighty (180) days prior to the convention.
- B. Grant proposals may be submitted for consideration as District LWML grants by individual members, Societies, Zones, District, and Boards of the LCMS;
- C. All requests must be submitted as follows:
 - 1. the requested number of copies of the proposed form signed by a local pastor or Zone Pastoral Counselor;
 - 2. the requested number of copies of the proposal written in resolution form;

SECTION 2

After the mission grants have been evaluated by the Mission Grants Committee, the proposals shall be submitted to the District LWML Executive Committee for approval at least ninety (90) days prior to the District LWML Convention.

SECTION 3

- A. Scholarships shall be an on-going project, included in the budget for grants each biennium, until such time that the adoption of a resolution ending the scholarship assistance is supported by the majority of the delegates at any convention.
- B. Scholarship grants shall include scholarships for pastoral students and other rostered church workers.
- C. Scholarship grants shall be subject to the following stipulations:
 - 1. The Mission Grants Committee shall recommend the amount of funding for each scholarship group, up to the cap set by the District Board of Directors.
 - 2. Recommendations of the Scholarship Committee shall be submitted with the other proposed grants to the District LWML Executive Committee for approval in accordance with the time limits of Section 2.

SECTION 4

The following stipulations shall be observed in the administration of the Mission Grants for funds:

- A. Except for scholarships, requests shall not be made for any grants that necessitate a permanent subsidy from the funds;
- B. Requests shall not be made for any grant requiring the Florida-Georgia District LWML to borrow funds;
- C. Requests shall not be made to cover deficits or shortages in the District LWML or LCMS treasuries;
- D. Responsibility of the District LWML ceases after grants have been completed.

SECTION 5

Grants selected to be on the ballot at the District LWML Convention shall be published prior to the convention in the *Evangel* or in a special convention mailing.

SECTION 6

Grants shall be selected by ballot at the District LWML Convention.

SECTION 7

- A. Funds voted for a mission grant must be disbursed or put into use within the biennium in which they have been adopted unless the District LWML Executive Committee grants an extension.
- B. Grant funds not used after a period of four (4) years from the time of adoption shall be reallocated.

SECTION 8

- A. The Vice President for Mission Grants must receive proposed grants for submission to LWML by the set deadline date in the year preceding the LWML Convention.
- B. Proposed grants shall be approved by the District LWML Executive Committee prior to forwarding to LWML for consideration.

- C. Official guidelines shall be followed and proper forms completed.

ARTICLE XVIII - FINANCES

SECTION 1

- A. Voluntary mite offerings in Societies shall be gathered using the Mite Box or other means, and shall be remitted monthly to the District LWML Financial Secretary.
- B. The District Treasurer shall remit Twenty-five (25) percent, or more, of all Mite Box offerings to the LWML at least ten (10) times per year.

SECTION 2

- A. The Zones shall remit ninety (90) percent of voluntary rally offerings to the District LWML Financial Secretary immediately following each rally for the national Convention Delegate Fund. The Zone shall retain ten (10) percent of the offerings for operational funds.
- B. Surplus funds from fees charged at Zone events to cover Zone expenses shall be sent to the District LWML Financial Secretary for the LWML Convention Delegate Fund.

SECTION 3

Expenses of the District LWML officers, Zone Presidents, Pastoral Counselors, and committees shall be paid as voted by the Board of Directors. The specific limitations are stated in the Standing Rules as adopted by the District LWML Executive Committee each biennium.

ARTICLE XIX - FISCAL PERIOD

The fiscal year for the District LWML shall be from July 1 to June 30, inclusive. The Financial Secretary and the Treasurer shall close their books on June 30 of even-numbered years and submit them for financial review at that time.

ARTICLE XX - PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Newly Revised*, shall govern the District LWML in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and Christian principles.

ARTICLE XXI - AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) vote at any regular convention of the District LWML, provided the proposed amendments have been approved by the District LWML Board of Directors and the LWML Structure Committee, prior to presentation to the convention.
- B. Copies of proposed bylaw amendments shall be sent to each Society at least thirty (30) days prior to the convention for their study.
- C. By unanimous vote, a proposed amendment may be presented to the convention without previous notice.

Adopted at the September 2008 FL-GA District Convention.