

BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE
MINNESOTA SOUTH DISTRICT

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Minnesota South District (hereinafter referred to as the District) of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS). The District is affiliated with the Lutheran Women's Missionary League (hereinafter referred to as LWML).

ARTICLE II – OBJECT

The object of the organization shall be:

- a) to develop and maintain a greater mission consciousness among women of the LWML through Mission Education, Mission Inspiration, and Mission Service;
- b) to gather funds for mission grants;
- c) to foster and support the program of the LWML;
- d) to encourage participation at the Society, Zone, District, and LWML levels.

ARTICLE III – MEMBERS

Section 1 – Application

A women's organization within a congregation of the LCMS or an individual woman who is a communicant member of an LCMS congregation, on a campus, in a resident home, or in another setting desiring membership in the District shall present a written application to the Recording Secretary. Such application shall be voted upon by the District Board of Directors. Upon ratification, a certificate of membership shall be issued by the Recording Secretary. Each local organization or individual woman is eligible to receive such Certificate of Membership.

Section 2 – Location

Women who hold communicant membership in an LCMS congregation may form a Society in a setting other than a congregation, such as a campus or a resident home, upon approval of the LWML Executive Committee and the District Executive Committee. The central location of the Society or Individual Member shall determine the Zone membership.

Section 3 – Units

The Unit of membership shall be the women's organization within a congregation affiliated with the LCMS. Wherever a congregation has several societies affiliated with the LWML, they shall be considered one (1) Unit.

Section 4 – Participation

Each society of the District should strive to enlist all women of the congregation in the LWML program. A woman who participates by promoting the objects of the LWML and is a communicant member of an LCMS congregation is eligible to become a member of a Unit or an Individual Member.

Individual membership is not considered a Unit.

ARTICLE IV – DISTRICT ORGANIZATION

Section 1 – Divisions

This District shall form its Units and Individual Members into Zones and Conferences, which shall function in conformity with the rules and principles laid down in the District Bylaws.

Section 2 – Conference and Zone Structure

- a) The Conferences shall conform in general to the boundary lines of the District Pastoral Conferences. Variation in boundaries shall be referred to the Board of Directors for decision.
- b) The Zones shall conform to the LCMS circuit lines as nearly as possible. The officers of the Zone are under the authority of the District Board of Directors. The Zone shall sponsor only District grants.
- c) The Zone President shall attend the District Biennial Convention at the expense of the Zone.
- d) The Zone shall have bylaws, which are consistent with the District Bylaws and must be submitted for approval to the District Bylaws Committee.

Section 3 – Events and Fees

- a) For mutual encouragement and inspiration, Conference and/or Zone events, such as rallies, shall be held.
- b) Rally offerings shall be remitted to the District Financial Secretary.
- c) The Zone rally registration fee shall cover expenditures for Zone rallies. Any excess after expenses may remain in the Zone treasury or be remitted to the District Financial Secretary for mission outreach.
- d) The Conference rally registration fee shall cover all expenditures for Conference rallies. Any excess after expenses shall be remitted to the District Financial Secretary for mission outreach.

Section 4 – Offerings

All regular mission offerings in the local societies within the District shall:

- a) be collected through Mite Boxes or other voluntary means;
- b) be remitted at least quarterly to the Financial Secretary;
- c) be remitted by the District in the amount of twenty-five per cent (25%) or more of such mission offerings to the LWML at least four (4) times a year.

ARTICLE V – OFFICERS

Section 1 – Elected Officers

The elected officers shall be **PRESIDENT, VICE PRESIDENT OF CHRISTIAN LIFE, VICE PRESIDENT OF COMMUNICATION, VICE PRESIDENT OF GOSPEL OUTREACH, VICE PRESIDENT OF HUMAN CARE, VICE PRESIDENT OF SERVANT RESOURCES, RECORDING SECRETARY, FINANCIAL SECRETARY, and TREASURER.**

Section 2 – Officer Elections

- a) The elective officers shall be elected by ballot at the District Biennial Convention to serve a term of four (4) years, or until their successors are elected. They shall not succeed themselves in office.
- b) The President, Vice President of Communication, Vice President of Gospel Outreach, Recording

Secretary, and Financial Secretary, shall be elected in one (1) District Biennial Convention; the Vice President of Christian Life, Vice President of Human Care, Vice President of Servant Resources, and Treasurer shall be elected in the next District Biennial Convention.

- c) A majority vote shall constitute an election.
- d) Elected officers shall assume their duties at the close of the District Biennial Convention.
- e) The retiring financial officers shall, within sixty (60) days following the District Biennial Convention, deliver to their successors all material and funds pertaining to their offices.
- f) All other officers shall, within thirty (30) days following the District Biennial Convention, deliver to their successors all material pertaining to their offices.

Section 3 – Presidential Vacancy

In the event of incapacity of the District President, or other situation creating a vacancy in the office of District President, the Vice President of Christian Life shall fill the temporary vacancy until the District President is able to resume her duties or a new president is elected.

ARTICLE VI – NOMINATIONS

Section 1 – Nominating Committee Election

- a) A Nominating Committee of five (5) members shall be elected by ballot at each District Biennial Convention from a slate of candidates consisting of one (1) from each Conference. Plurality shall elect.
- b) The candidate receiving the highest number of votes shall be the Chairman.
- c) A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

Section 2 – Duties

The Nominating Committee shall:

- a) provide each prospective nominee with a copy of the duties of that respective office;
- b) strive to submit a slate consisting of two (2) nominees who are members of LWML Minnesota South District for each elective office. (Consent of the nominees to serve, if elected, shall have been secured in writing.) (A member is not eligible to serve consecutive terms.);
- c) present nominees who have served on an LWML District Board for President and Vice President of Christian Life;
- d) select nominees for Pastoral Counselor according to Article X, Section 1;
- e) present a report to the Board of Directors;
- f) prepare ballots for the elections with the names listed in alphabetical order for each office.

Section 3 – Deadline

Nominations for officers are to be submitted to the Nominating Committee one hundred twenty (120) days before the District Biennial Convention.

Section 4 – Nominations From The Floor

Nominations for elected officers may be made from the floor of the District Biennial Convention, provided written consent of the nominee has been secured and she meets the stipulated qualifications for the office.

ARTICLE VII – DUTIES OF OFFICERS

Section 1

The **PRESIDENT** shall:

- a) preside at District Biennial Conventions and at meetings of the District Board of Directors and the Executive Committee;
- b) appoint standing committees unless otherwise designated in these bylaws with the approval of the District Board of Directors or the Executive Committee;
- c) be an ex-officio member of committees, except the Nominating Committee;
- d) sign vouchers, together with the Recording Secretary, for payment of money from the treasury of legitimately incurred expenditures and bills;
- e) be responsible for the execution of valid resolutions passed by the LWML District Board of Directors, Executive Committee, and District Convention;
- f) present a report to the District Biennial Convention including a report of the activities of the Board of Directors;
- g) attend during her four (4) year term, at the expense of the District, one (1) Conference Rally in each Conference, at its invitation;
- h) be a voting member of the LWML (national) Board of Directors.

Section 2

The **VICE PRESIDENT OF CHRISTIAN LIFE** may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a) in the event of an emergency or unexpected vacancy in the office of the President fill the vacancy until the District President is able to resume her duties or until the next District Biennial Convention meets to elect a new District President. (See Article IX, Section 3-e);
- b) serve as chairman of the Christian Life Committee;
- c) report to the Executive Committee and Board of Directors;
- d) prepare a report for convention;
- e) perform other duties as set forth in the *Procedures Manual* and as requested by the President, Executive Committee, or Board of Directors.

Section 3

The **VICE PRESIDENT OF COMMUNICATION** may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a) serve as chairman of the Communication Committee;
- b) report to the Executive Committee and Board of Directors;
- c) prepare a report for convention;
- d) be in charge of District Mite Boxes and other promotional material;
- e) perform other duties as set forth in the *Procedures Manual* and as requested by the President, Executive Committee, or Board of Directors.

Section 4

The **VICE PRESIDENT OF GOSPEL OUTREACH** may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a) serve as chairman of the Gospel Outreach Committee;
- b) receive mission grant proposals;
- c) present to the Board of Directors and the Executive Committee the proposals selected for the mission grants ballot for consideration and approval;
- d) prepare the mission grants ballot for the convention;
- e) prepare an impartial presentation of the approved proposed grants for the convention;
- f) disburse mission grant funds and monitor the progress of each recipient until completion;
- g) report to the Executive Committee and Board of Directors including a report on the progress of each adopted mission grant until its completion;
- h) prepare a report for convention;
- i) perform other duties as set forth in the *Procedures Manual* and as requested by the President, Executive Committee, or Board of Directors.

Section 5

The **VICE PRESIDENT OF HUMAN CARE** may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a) serve as chairman of the Human Care Committee;
- b) report to the Executive Committee and Board of Directors;
- c) prepare a report for convention;
- d) perform other duties as set forth in the *Procedures Manual* and as requested by the President, Executive Committee, or Board of Directors.

Section 6

The **VICE PRESIDENT OF SERVANT RESOURCES** may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a) serve as chairman of the Servant Resources Committee and advisor to the Young Women Committee;
- b) report to the Executive Committee and Board of Directors;
- c) prepare a report for convention;
- d) perform other duties as set forth in the *Procedures Manual* and as requested by the President, Executive Committee, or Board of Directors.

Section 7

The **RECORDING SECRETARY** shall:

- a) keep a record of the proceedings of meetings of the District Executive Committee and Board of Directors;
- b) provide each member of the District Board of Directors, Zone Pastoral Counselors, President of the LCMS Minnesota South District, and LWML (national) President with a copy of minutes of the District Board meetings and Biennial Convention;
- c) provide each member of the District Executive Committee with a copy of the minutes of the Executive Committee meetings;
- d) sign vouchers with the District President;
- e) issue Certificates of Membership;

- f) conduct correspondence as may be requested by the District President, Board of Directors, and/or Executive Committee;
- g) keep a record of Zone officer names and addresses.

Section 8

The **FINANCIAL SECRETARY** shall:

- a) be bonded at the expense of the District for an amount determined by the District Executive Committee;
- b) receive moneys;
- c) keep an itemized account of receipts;
- d) transfer to the Treasurer moneys received, keeping a receipt;
- e) submit financial reports upon request to the District Biennial Convention, Board of Directors, and Executive Committee;
- f) submit her records for financial review at the close of each fiscal biennium and at other times as determined by the District Executive Committee;
- g) keep a record of the numerical strength and addresses of Units and Individual Members;
- h) carry out responsibilities and duties of the Treasurer in case of her inability to serve;
- i) prepare for publication in the District Convention Manual, Society and Individual Members' Mite contributions and the LWML Minnesota South District Equalization and Membership summary for the biennium.

Section 9

The **TREASURER** shall:

- a) be bonded at the expense of the District for an amount determined by the District Executive Committee;
- b) receive funds from the Financial Secretary and deposit them in a federally insured financial institution/s approved by the District Executive Committee;
- c) keep an itemized account of receipts and disbursements;
- d) make payments authorized by the District Board of Directors, and/or Executive Committee;
- e) make payments for approved grants as authorized by the District Board of Directors and/or Executive Committee;
- f) submit financial reports to the District Biennial Convention and, upon request, to the District Board of Directors and Executive Committee;
- g) submit her records for financial review at the close of each fiscal biennium and at other times as determined by the District Executive Committee;
- h) carry out responsibilities and duties of the Financial Secretary in case of her inability to serve.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1 – Composition

The District Board of Directors shall consist of the elected and appointed officers of the District and Zone Presidents elected by the Zones with the Pastoral Counselors as advisory members.

Section 2 – Meetings

- a) Regular meetings of the District Board of Directors shall be held at least twice a year.
- b) Special meetings of the District Board of Directors may be called by written request or electronic messaging of the majority of its members or by the District Executive Committee.
- c) Zone Presidents shall attend District Board meetings. When a Zone President is unable to attend a Board of Directors meeting or a District Convention, any elected zone officer shall be authorized to attend as the Zone representative and shall have voice but not a vote. Such substitutes shall not be considered when determining whether a quorum exists.
- d) A pre-convention Board of Directors meeting will be held in the convention city.
- e) A majority of the voting members of the District Board of Directors shall constitute a quorum.
- f) A member of the Board of Directors may hold only one (1) voting position on the Board of Directors.

Section 3 – Duties

The District Board of Directors shall:

- a) transact the business of the LWML District in the interim between conventions with action permitted in session, by mail, or by electronic messaging (refer to Standing Policies for electronic messaging);
- b) consider recommendations, resolutions, and appeals for presentation to the District Biennial Convention;
- c) promote the work and mission activities of the LWML;
- d) determine the time, accommodations, schedule, and facilities of a District Biennial Convention.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1 – Composition

The District Executive Committee shall consist of the **PRESIDENT, VICE PRESIDENT OF CHRISTIAN LIFE, VICE PRESIDENT OF COMMUNICATION, VICE PRESIDENT OF GOSPEL OUTREACH, VICE PRESIDENT OF HUMAN CARE, VICE PRESIDENT OF SERVANT RESOURCES, RECORDING SECRETARY, FINANCIAL SECRETARY, TREASURER,** and one (1) **PASTORAL COUNSELOR** as an advisor.

Section 2 – Meetings

- a) The District Executive Committee shall meet at the call of the President.
- b) Five (5) voting members shall constitute a quorum of the District Executive Committee.
- c) In the case of emergency, the District Executive Committee may take action by mail or electronic messaging.

Section 3 – Duties

The Executive Committee shall:

- a) transact the business of the District Board of Directors between meetings of the body;
- b) plan and supervise the program of the District Biennial Convention;
- c) determine the amount of the bonds for the Financial Secretary and the Treasurer;
- d) approve presidential appointments;
- e) fill vacancies occurring in the elective offices, except in the office of President. In case of a vacancy in the office of President, the Vice President of Christian Life shall become the President. (NOTE:

Vacancies in an appointive position are filled by the officer or committee chairman making the initial appointment.)

Section 4 – Vacancy

In the event of incapacity of the District President or other situation creating a vacancy in the office of District President, the Vice President of Christian Life shall fill the temporary vacancy until the District President is able to resume her duties or until the next District Biennial Convention meets to elect a new District President. (See Article VII, Section 2-a)

ARTICLE X – PASTORAL COUNSELORS

Section 1 – Qualifications and Nominations

- a) The Pastoral Counselors shall be four (4) pastors of the Minnesota South District who are rostered in the LCMS.
- b) Any individual, Unit, Zone, or Conference may submit names of proposed candidates for Pastoral Counselors to the Nominating Committee.
- c) From the names submitted, the Nominating Committee shall select a list of six (6) nominees, which shall be presented to the Board of Directors of the Minnesota South District LCMS for approval. From the approved list, the Nominating Committee shall submit a slate of three (3) candidates to the District Biennial Convention.
- d) Two (2) Pastoral Counselors shall be elected at each District Biennial Convention.
- e) The term of office shall be four (4) years. Counselors shall not succeed themselves in office.

Section 2 – Duties

The Pastoral Counselors shall:

- a) serve the LWML District in an advisory capacity;
- b) attend LWML District Biennial Conventions, meetings of the District Board of Directors, and if requested, the District Executive Committee meetings;
- c) attend meetings of a standing or special committee as assigned;
- d) be available to prepare and present Bible studies, devotions, prayers and articles as requested;
- e) assist in and/or prepare worship services, installation of officers, and other support services for the District Biennial Conventions;
- f) provide counsel and aid to individual District leaders and give them support in word, deed, and prayer;
- g) serve as the doctrinal and theological review person for materials produced;
- h) attend the LWML (national) Convention at the request of the LWML District President.

ARTICLE XI – APPOINTED PERSONNEL

Section 1 – Appointed Personnel

The appointed personnel shall be an **ARCHIVIST-HISTORIAN, CIRCULATION MANAGER, EDITOR, LWML STORE MANAGER, MEETING MANAGER, PARLIAMENTARIAN, QUARTERLY MANAGER,** and a **WEBMASTER.** They shall be appointed by the District President. Attendance at meetings shall be in an advisory capacity at the request of the District President.

Section 2

The **ARCHIVIST-HISTORIAN** shall:

- a) write a historical report at the end of each biennium, one (1) copy for the District files and one (1) for the LWML (national) Archivist-Historian;
- b) gather news clippings, pictures, and other relevant material of District meetings, events, convention, officers, etc. and place them in safekeeping for posterity and provide such materials for display whenever requested;
- c) be a non-voting member of the District Board of Directors;
- d) report to the Board of Directors;
- e) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 3

The **CIRCULATION MANAGER** shall:

- a) arrange for the distribution of the printed District publication;
- b) work closely with the Editor;
- c) be a non-voting member of the District Board of Directors;
- d) report to the Vice President of Communication;
- e) serve as a member of the Communication Committee;
- f) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 4

The **EDITOR(S)** shall:

- a) compose and edit articles for paper and electronic LWML news publications;
- b) verify articles have received doctrinal review;
- c) before release obtain approval of the publications from the LWML District President, Vice President of Communication, and Pastoral Counselor;
- d) serve as a member of the Communication Committee;
- e) be a non-voting member of the District Board of Directors;
- f) report to the Vice President of Communication;
- g) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 5

The **LWML STORE MANAGER** shall:

- a) manage and set-up the LWML merchandise store at District Conventions and District sponsored events when requested;
- b) report to the District President;
- c) be a non-voting member of the District Board of Directors;
- d) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 6

The **MEETING MANAGER** shall:

- a) serve as liaison between the District Board and/or committees for District Biennial Conventions, retreats, or as assigned, and the appropriate site director in making all physical arrangements;
- b) work closely with the registrar for the event;

- c) appoint an assistant with the approval of the Executive Committee and assign duties as necessary;
- d) be a non-voting member of the District Board of Directors;
- e) report to the Executive Committee and Board of Directors;
- f) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 7

The **PARLIAMENTARIAN** shall:

- a) serve as an advisor on parliamentary procedures to the President, officers, and individual members upon request;
- b) serve as Bylaws Committee chairman;
- c) be a non-voting member of the District Board of Directors;
- d) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 8

The **QUARTERLY MANAGER** shall:

- a) keep accurate mailing lists for the *Lutheran Woman's Quarterly*;
- b) upon receipt of the number of desired copies and moneys from each Unit and Individual Member, order the official magazine from the LWML (national) office;
- c) be a non-voting member of the District Board of Directors;
- d) report to the Board of Directors;
- e) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 9

The **WEBMASTER** shall:

- a) design and maintain the LWML Minnesota South District Website;
- b) work closely with the District President and Board of Directors regarding content and updates;
- c) appoint an assistant with the approval of the Executive Committee and assign duties as necessary;
- d) be a non-voting member of the District Board of Directors;
- e) serve as a member of the Communication Committee;
- f) serve a term of two (2) years and be eligible for reappointment an unlimited number of terms.

ARTICLE XII – COMMITTEES

Section 1

The Standing Committees shall be **BYLAWS, CHRISTIAN LIFE, COMMUNICATION, EQUALIZATION, GOSPEL OUTREACH, HUMAN CARE, MEMORIAL AND BEQUEST, PROCEDURES MANUAL REVIEW, SERVANT RESOURCES, and YOUNG WOMEN.**

Section 2

The **BYLAWS COMMITTEE**, consisting of the Parliamentarian as chairman, two (2) members appointed by the chairman, and a Pastoral Counselor appointed by the President and approved by the Executive Committee shall:

- a) study the bylaws of the District and submit to the District Board of Directors for consideration and approval of such amendments as it deems advisable;

- b) examine Zone Bylaws and approve those not in conflict with the District Bylaws;
- c) send District Bylaws and any proposed amendments as required to the chairman of the LWML Structure Committee for review and approval by the committee;
- d) submit proposed amendments to the District Biennial Convention body;
- e) have committee members appointed by the chairman serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 3

The **CHRISTIAN LIFE COMMITTEE** consisting of the Vice President of Christian Life as chairman, two (2) or more members appointed by the chairman, and a Pastoral Counselor appointed by the District President and approved by the Executive Committee shall:

- a) follow the directives prescribed for the LWML Christian Life Committee in the LWML *Minnesota South District Procedures Manual*;
- b) have committee members appointed by the chairman serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 4

The **COMMUNICATION COMMITTEE** consisting of the Vice President of Communication as chairman, the Editor(s), Circulation Manager, Webmaster, and two (2) or more committee members appointed by the chairman, and a Pastoral Counselor appointed by the President and approved by the Executive Committee shall:

- a) publicize LWML information and materials;
- b) be in charge of LWML District publications and contribute articles to District LCMS publications;
- c) be responsible for the Speakers List;
- d) assist the Editor(s) in editing the LWML news publications;
- e) maintain a database of members for the distribution of electronic news and information;
- f) have at least one (1) committee member who can provide IT support;
- g) follow directives as prescribed in the *Procedures Manual*;
- h) have the personnel appointed by the president serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 5

The **EQUALIZATION COMMITTEE** consisting of the Financial Secretary, Treasurer, and a Pastoral Counselor appointed by the District President shall:

- a) base the payments for delegates to the LWML Convention on the current membership figures reported by the Financial Secretary at a District Board of Directors meeting;
- b) recommend an assessment rate per member for the next biennium at the August District Board Meeting in each odd-numbered year and review the rate at a District Board Meeting every even-numbered year;
- c) send a form to the Zone Treasurers each year including the amount of the assessment, the deadline, to whom it is to be sent, and any other necessary information. Additional forms for each of the Zone Societies to be completed by the Society Treasurer shall be enclosed with this form and returned to the Zone Treasurer.

Section 6

The **GOSPEL OUTREACH COMMITTEE** consisting of the Vice President of Gospel Outreach as chairman, two (2) members appointed by the chairman, and a Pastoral Counselor appointed by the President, and approved by the Executive Committee shall:

- a) function in the manner described in Article XIV;
- b) report to the District Board of Directors meetings the disbursement of available funds for current grants;
- c) have committee members appointed by the chairman serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 7

The **HUMAN CARE COMMITTEE** consisting of the Vice President of Human Care as chairman, two (2) or more members appointed by the chairman, and a Pastoral Counselor appointed by the President and approved by the Executive Committee shall:

- a) function in the manner described in the *Procedures Manual*;
- b) have committee members appointed by the chairman serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 8

The **MEMORIAL AND BEQUEST COMMITTEE** consisting of the District Treasurer, District Financial Secretary, and the following appointed by the District President and approved by the Executive Committee: a District Pastoral Counselor, a member of the District Gospel Outreach Committee, and two (2) additional members from the LWML District membership shall:

- a) receive memorials and bequests and use them for mission and ministry of the Minnesota South District, and/or the LWML, and/or the LCMS;
- b) submit for approval to the LWML Minnesota South District Board of Directors any monetary gifts and bequests made with special terms or conditions;
- c) make recommendations to the LWML Minnesota South District Board of Directors for distribution of income and/or principal of the Memorial and Bequest Fund;
- d) have committee members appointed from the LWML membership by the president serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 9

The **PROCEDURES MANUALS REVIEW COMMITTEE** consisting of four (4) members appointed by the LWML District President and approved by the Executive Committee shall:

- a) review and update officer and committee *Procedure Manuals* each biennium;
- b) establish and write a *Procedures Manual* for each office and Standing Committee represented on the LWML Minnesota South Board of Directors;
- c) be appointed for a term of two (2) years and be eligible for reappointment an unlimited number of terms.

Section 10

The **SERVANT RESOURCES COMMITTEE** consisting of the Vice President of Servant Resources as chairman, two (2) or more members appointed by the chairman, and a Pastoral Counselor appointed by the President and approved by the Executive Committee shall:

- a) follow directives prescribed for the LWML Servant Resources Committee in the *Procedures Manual*;
- b) have committee members appointed by the chairman serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 11

The **YOUNG WOMEN COMMITTEE** consisting of a chairman and two (2) or more members and a Pastoral Counselor appointed by the President and approved by the Executive Committee shall:

- a) educate young women about the mission of the LWML;
- b) encourage young women to actively participate in the full scope of LWML ministries;
- c) select young women to represent the District at the LWML Convention;
- d) publicize the Young Woman Representative program (as defined in sub-sections a, b, and c) in various District publications;
- e) serve a two (2) year term and be eligible for reappointment an unlimited number of terms.

Section 12

There may be other committees as the District, the Board of Directors, or the Executive Committee deem necessary to carry on the work of the LWML. The assembly authorizing the committee shall determine the authority and responsibility of the committee.

ARTICLE XIII – CONVENTIONS AND REPRESENTATION

Section 1 – Time and Place

- a) A district convention shall be held biennially in the even-numbered calendar years. The time, accommodations, schedule, and facilities are to be determined by the District Board of Directors.
- b) The Members shall be notified of the time and place of the District Biennial Convention through the pages of the LWML Minnesota South District news publication at least sixty (60) days prior to the convention.

Section 2 – Voice and Vote Privileges

Each current member is entitled voice at the District Biennial Convention; members who shall have voice and vote therein shall be:

- a) two (2) certified delegates from each Unit;
- b) voting members of the District Board of Directors;
- c) past District Presidents of the LWML Minnesota South District.

Section 3 – Delegates

- a) Each delegate shall have an elected alternate to the District Biennial Convention.

- b) The names of the certified delegates and alternates shall be in the hands of the District President no later than three (3) weeks before the District Biennial Convention.

Section 4 – LWML Delegates

Representation at the LWML (national) Convention shall be one (1) certified delegate from each Zone having ten (10) or fewer Units, and one (1) additional delegate for each additional ten (10) Units or major fraction thereof. Each delegate shall have an elected alternate to the LWML Convention. Units should be given fair opportunity for delegate representation at conventions.

Section 5 – Equalization Fund

There shall be an equalization Fund for the LWML (national) Convention. Money for this fund shall be derived from assessing every member each year an amount approved by the District Board of Directors, enabling them to meet variances in LWML Convention costs, and due January 30 of said year. The Society Treasurer shall remit such amount to the Zone Treasurer who in turn remits this money to the District Financial Secretary marked “Equalization Fund”. This money shall then be distributed by the District Treasurer to the delegates designated by the Zones three (3) weeks prior to the registration deadline for the LWML (national) Convention.

ARTICLE XIV – MISSION GRANTS

Section 1 – Grant Submission

- a) Ten (10) copies of a recommendation for Mission Grants shall be submitted to the Gospel Outreach Committee Chairman of the LWML District at least one hundred twenty (120) days prior to the District Biennial Convention. A grant proposal may be submitted by individual members, Units, Zones, or Conferences, or LCMS affiliated organizations.
- b) Emergency and other memorials not received in the prescribed time may, by a two-thirds (2/3) vote of the District Board of Directors, be presented to the District Biennial Convention for consideration.

Section 2 – Proposed Grant Selection

- a) After preliminary study by the Gospel Outreach Committee, these appeals shall be presented to the President of the Minnesota South District (LCMS) and the four (4) Pastoral Counselors of the LWML District for approval;
- b) After the Gospel Outreach Committee has reached a majority agreement that the proposals are truly mission in character and merit consideration of the LWML District, they shall be presented to the District Board of Directors before submitting them to the District Biennial Convention for consideration and action.

Section 3 – Grant Approval

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

Section 4 – Grant Distribution

The following stipulations shall be observed in the administration of the District’s 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 grants have been completed, the responsibility of the LWML District ceases;
- e) reports on the progress of the work made possible by grants shall be published in the LWML Minnesota South District news publication;
- f) grants adopted must be disbursed or put to use within a four (4) year period from the time of adoption at convention, or be returned for reallocation.

The District Board of Directors has authority to extend the time in case of extenuating circumstances.

ARTICLE XV – DISTRICT PUBLICATION

The official magazine of the LWML is the *Lutheran Woman's Quarterly*. The official District news shall be published in the LWML Minnesota South District news publication.

ARTICLE XVI – FISCAL YEAR

The fiscal year of the LWML District shall be from May 1 to April 30 inclusive. The Treasurer shall close her books on May 15.

ARTICLE XVII – EMERGENCY ACTION

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a District Biennial Convention inadvisable, the District Executive Committee shall have the authority to determine whether the District Biennial Convention shall or shall not be held; a two-thirds (2/3) vote of the District Executive Committee shall decide and the vote may be taken by mail or electronic messaging. In the event the District Biennial Convention is not held, the District Executive Committee shall have the authority to plan the procedure for conducting the routine District Biennial Convention business. Such procedure shall be approved by the District Board of Directors.

ARTICLE XVIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ***ROBERT'S RULES OF ORDER NEWLY REVISED*** shall govern the proceedings of the LWML District in all cases to which they are applicable and in which they are not inconsistent with these bylaws or Christian principles.

ARTICLE XIX – AMENDMENTS

These LWML Minnesota South District Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the District Biennial Convention, provided the proposed amendments have been submitted to the Structure Committee of the LWML, as required by LWML Bylaws Article III, Section 3, presented for consideration to the LWML District Board of Directors, and published in the LWML Minnesota South District news publication, or mailed to delegates.