

***BYLAWS***

***LUTHERAN WOMEN'S  
MISSIONARY LEAGUE***

***LOUISIANA-MISSISSIPPI DISTRICT***

*Revised 2024*

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*BYLAWS*  
*LUTHERAN WOMEN'S MISSIONARY LEAGUE*  
*THE LUTHERAN CHURCH-MISSOURI SYNOD*  
*LOUISIANA-MISSISSIPPI DISTRICT*

**Article I - Name**

The name of this organization shall be Lutheran Women's Missionary League (hereinafter referred to as LWML and also doing business as (d.b.a.) Lutheran Women in Mission) Louisiana-Mississippi District. The LWML is an auxiliary of the Lutheran Church-Missouri Synod (hereinafter referred to as LCMS).

**Article II - Object**

The object of this organization shall be to:

- a. develop and maintain a greater mission consciousness among the women of the Louisiana-Mississippi District through mission education, mission inspiration, and mission service;
- b. 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. foster and support the program of LWML.

**Article III - Structure**

Section 1

The LWML Louisiana-Mississippi District (hereinafter referred to as the District) is composed of individual women and women's societies within congregations of the District, on campuses, in resident homes, or in other settings.

Section 2

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

Section 3

- a. Each zone shall write its own bylaws.
- b. The articles on Object, Members, Representation at the LWML Convention, and Parliamentary Authority shall conform to the respective articles in the Articles of Incorporation and Bylaws of the LWML. The article on Representation at District Convention shall conform to the respective articles in these District bylaws.
- c. The zone bylaws and any subsequent proposed amendments shall be submitted in the required number of copies to the District Structure Coordinator for approval prior to being presented to the zone voting body for adoption.
- d. One copy of the zone bylaws as adopted shall be placed on file with the District Structure Coordinator.

## Article III - Structure continued

### Section 4

- a. Each zone shall hold at least two general meetings each year for the purpose of furthering the object of LWML, conducting the routine business of the zone, and promoting Christian growth and fellowship. These meetings may take the form of rallies/events, workshops, servant events, or other formats planned by the zone.
- b. Each member of a society and each individual LWML member shall have privilege of voice and vote at zone meetings.
- c. Each zone shall select delegates for the purpose of representation at the biennial conventions of the LWML (see Article V, Section 4).
- d. At the earliest possible date following each zone meeting, the Zone Secretary shall forward one copy of the minutes to the District President who will forward same to the District Archivist-Historian at the end of each biennium.

## Article IV - Members

- a. A woman who is a communicant member of an LCMS congregation is eligible for membership.
- b. Women's organizations within the congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as societies.
- c. One or more societies affiliated with the District from the same congregation, campus, resident homes, or other single setting shall be considered one unit for purpose of representation at LWML conventions.
- d. Societies formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in a LCMS congregation shall make application to the District for recognition as societies.
- e. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the district or national level.
- f. Request for recognition of membership shall be processed by the District Secretary with approval of the Board of Directors.

## Article V - Conventions

### Section 1

A convention for the purpose of transacting the business of the District shall be held biennially in the even-numbered years.

- a. Zones shall host District conventions on a rotating basis.
- b. The Board of Directors shall determine the dates of and program for the convention.
- c. The official call to convention shall appear in the first quarter issue of the official District publication prior to convention.

### Section 2

- a. The voting assembly of the convention shall be:
  1. two certified delegates from each unit within the District;
  2. the members of the Board of Directors;
  3. past District Presidents who are currently members of the LWML Louisiana-Mississippi District.

Article V - Conventions continued

Section 2 continued

- b. A member of the voting assembly shall vote in only one capacity.
- c. Proxy votes are prohibited.

Section 3

- a. Each certified delegate shall have a certified alternate, except in extenuating circumstances; these will be addressed by the District President.
- b. The Zone President shall submit the names of the certified delegates and alternates to the District President and District Secretary at least eight weeks prior to the convention.
- c. In the event neither the delegate nor the alternate is able to serve, a member of the same society may serve as delegate upon certification in writing by her Zone President and presentation to the District Secretary.

Section 4

District representation to LWML conventions shall be as follows:

- a. Districts may authorize one certified delegate from each zone having ten or fewer units and one certified delegate for each additional ten units, or major fraction thereof, (six or more), as of January 1 preceding the convention.
- b. Delegates shall vote in only one capacity and proxy votes are prohibited.
- c. Each certified delegate shall have a certified alternate when possible.
- d. The District President shall send names of certified delegates and the alternates to the LWML Recording Secretary by the specified date in the odd numbered years. (See LWML, Standing Rules.)
- 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.

**ARTICLE VI - Officers and Elections**

Section 1

The elected officers shall be President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Vice President of Organizational Resources, Vice President of Special Focus Ministries, Secretary, and Treasurer.

Section 2

- a. The elected officers shall be elected by ballot at the District convention and serve a term of four years, or until their successors are elected, and shall not be eligible for reelection to the same office. Newly elected officers shall assume their duties at the close of the convention in which they are elected.
- b. The election of officers shall be as follows:
  - 1. The President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, and Secretary shall be elected in one convention.
  - 2. Vice President of Organizational Resources, Vice President of Special Focus Ministries, and Treasurer shall be elected in the following convention.

## Article VI - Officers and Elections Continued

### Section 2 continued

- c. The retiring Secretary and Treasurer shall, within sixty days following the election, transfer to their successors all materials pertaining to the office. All other retiring officers shall, within thirty days following the election, transfer to their successors all materials pertaining to their offices.

### Section 3

- a. In the event a permanent vacancy occurs in the office of President, the Board of Directors shall fill the vacancy. 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 within thirty days of the vacancy in the office of President, a special meeting shall be called by the Vice President of Special Focus Ministries within thirty days of such vacancy for the express purpose of electing a new President.
- b. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by the Board of Directors.

## **ARTICLE VII - Duties of Officers**

### Section 1

The President shall:

- a. preside at conventions of the District and at all meetings of the Board of Directors;
- b. be responsible for execution of resolutions passed by the convention body or Board of Directors;
- c. serve as a member of the LWML Presidents Assembly and attend LWML conventions as a voting member;
  1. In the event the President cannot attend the LWML Presidents Assembly meeting or an LWML convention, she shall select any elected district officer to be her alternate to attend in her stead;
  2. such alternate may have voice and vote at the Presidents Assembly or the LWML convention according to the LWML Bylaws;
  3. the alternate's name and address shall be given to the LWML President.
- d. be responsible for appointing appointed officers and special appointed personnel, with the approval of the Executive Committee;
- e. receive proposed committee member appointments from the vice presidents to present to the Executive Committee for approval;
- f. receive and approve vouchers for payment of legitimately-incurred expenditures and forward vouchers to the Treasurer for issuance of check;
- g. be the primary officer designated to sign legal contracts for the District. If the president is not available due to some extenuating circumstance, the Executive Committee will vote on approval of the contract. If the contract is approved, signatures from the Secretary or the Treasurer will be required for the contract to be valid.
- h. be an ex-officio member of all departments and committees except the Nominating Committee;
- i. prepare a report for the convention, including activities of the Board of Directors;
- j. perform other duties as set forth in the *District Leaders' Guide*.

## Article VII - Duties of Officers continued

### 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. serve as chairman of the Christian Life Committee;
- b. plan and present, with the Christian Life Committee and Pastoral Counselors, district-wide retreats;
- c. plan for the worship services of the District conventions with the Pastoral Counselors and the President;
- d. report to the Board of Directors;
- e. prepare a report for the convention, including committee activities;
- f. perform other duties as set forth in the *District Leaders' Guide*.

### 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. be coordinator of the Communication Department;
- b. oversee the activities of the Editor, Public Relations Director, and Webmaster;
- c. report to the Executive Committee and Board of Directors;
- d. prepare a report for the convention, including department activities;
- e. perform other duties as set forth in the procedures section of the *District Leaders' Guide*, as requested by the President.

### 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 Mission Outreach Committee;
- b. receive mission grant proposals;
- c. chair the grant evaluation and selection meeting;
- d. present the mission grant proposals to the Board of Directors for consideration and approval to be on the convention mission grants ballot;
- e. present the mission grant proposals approved for the convention ballot by the Board of Directors to the President of the LCMS Southern District for evaluation and comment;
- f. prepare the mission grants ballot for the convention;
- g. prepare an impartial presentation of the approved grant proposals for the convention;
- h. requisition and distribute mission grant funds and monitor the progress of each recipient until completion;
- i. report to the Board of Directors, including a report on the progress of each adopted mission grant until its completion;
- j. prepare a report for the convention, including committee activities;
- k. perform other duties as set form in the *District Leaders' Guide*.

### Section 5

The Vice President of Organizational 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 a chairman of the Young Woman's Representative program;
- b. serve as chairman of the Leader Development Committee;
- c. oversee the activities of the Structure Coordinator;

## Article VII - Duties of Officers continued

### Section 5 continued

- d. be responsible for the *District Leaders' Guide*;
- e. report to the Board of Directors;
- f. in the event of an emergency or unexpected vacancy in the office of the President, fill the vacancy until the President is able to resume her responsibilities or until an election is held by the Board of Directors;
- g. prepare a report for the convention, including committee activities;
- h. perform other duties as set forth in the *District Leaders' Guide*.
- i. be authorized to sign checks in an emergency;
- j. be bonded at the expense of the District LWML for an amount determined by the national LWML insurance policy.

### Section 6

The Vice President of Special Focus Ministries 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 Mission Service Committee and Human Care Committee,
- b. report to the Board of Directors;
- c. prepare a report for the convention, including committee activities;
- d. perform other duties as set forth in the *District Leaders' Guide*.

### Section 7

The Secretary shall:

- a. record convention proceedings and meetings of the Board of Directors;
- b. provide each member of the Board of Directors with a copy of the minutes of its meetings;
- c. keep a current roster of the addresses of the members of the Board of Directors;
- d. keep a record of society and zone officers and membership statistics;
- e. keep a current list of society and individual members, and addresses for the circulation of the *Lutheran Woman's Quarterly* and *The Mission Voice*;
- f. receive credentials of delegates prior to the District convention;
- g. provide a copy of the convention minutes to each member of the Board of Directors and to other delegates upon request;
- h. as Convention Secretary, prepare a resume of convention action, with the President's approval, to be published in the first issue of *The Mission Voice* following the convention;
- i. prepare a report for the convention;
- j. maintain records pertaining to the *Lutheran Woman's Quarterly* distribution in each society;
- k. perform other duties as set forth in the *District Leaders' Guide*.

### Section 8

The Treasurer shall;

- a. chair the Finance Committee;
- b. prepare the organizational budget with the Finance Committee;
- c. keep a record of all deposits and an itemized account of all disbursements;
- d. make all disbursements authorized by the Board of Directors and by signed vouchers from the President, and disburse funds for mission grants as requested by the Vice President of Gospel Outreach and approved by the President;

## Article VII - Duties of Officers continued

### Section 8 continued

- e. remit quarterly to the LWML office twenty-five percent or more of all regular Mite Box offerings received from Louisiana-Mississippi District members;
- f. be bonded at the expense of the District LWML for an amount determined by the national LWML insurance policy;
- g. prepare financial reports for the convention and the Board of Directors;
- h. submit records for financial review at the end of each biennium;
- i. perform other duties as set forth in the *District Leaders' Guide*.

## ARTICLE VIII - Nominations

### Section 1

A Nominating Committee of at least three members shall be elected by ballot at each District convention from a slate of at least five representing a minimum of three zones. The candidate receiving the highest number of votes shall be the chairman.

### Section 2

The Nominating Committee shall:

- a. submit a slate of at least two candidates, if possible, for each elective office to be filled;
- b. with the exception of Pastoral Counselors, select candidates who are members of LWML and who have served as an elected zone officer;
- c. select candidates for President who have served as a Zone President or a member of the District Board of Directors;
- d. Submit names of nominees for Pastoral Counselors to the LCMS Southern District President for approval;
- e. select two candidates for Pastoral Counselor from the approved nominees;
- f. obtain written consent of all nominees to serve if elected;
- g. submit a report of nominees, listed alphabetically, for publication in *The Mission Voice* prior to the convention;
- h. submit for publication in the convention manual a resume of each nominee, listed in alphabetical order;
- i. prepare and provide for the convention the correct number of ballots, with the names listed in alphabetical order, for each office.

### Section 3

Nominations for elected officers may be made from the floor of the convention, except for Pastoral Counselor, provided written consent of the nominee has been secured and the nominee meets the stipulated qualifications for office.

## ARTICLE IX - Appointed Officers

### Section 1

The appointed officers shall be Financial Secretary, Meeting Manager, and Meeting Planner, appointed by the President, and shall:

- a. serve a term of two years or until their successors are appointed, and be eligible for one reappointment;
- b. be voting members of the Board of Directors;

## Article IX - Appointed Officers continued

### Section 1 continued

- c. be responsible to the President;
- d. report to each regular meeting of the Board of Directors;
- e. report to the convention.

### Section 2

The Financial Secretary shall:

- a. be bonded at the expense of the District for an amount determined by the national LWML insurance policy;
- b. make deposits;
- c. coordinate deposit information with the District Treasurer.

### Section 3

The Meeting Manager shall:

- a. develop and administer meeting service support for conventions, retreats, conferences, board meetings, and other District events;
- b. serve as chairman of the Convention Site Committee;
- c. coordinate travel arrangements for District members attending LWML convention when asked to do so by the Board of Directors;
- d. arrange District caucus and fellowship activities at LWML conventions when asked to do so by the Board of Directors.

### Section 4

The Meeting Planner shall:

- a. be responsible for focusing the vision of the District through the planning process;
- b. lead the Board of Directors in evaluating activities and programs as they relate to the purpose and object of the District and LWML;
- c. serve as facilitator to the District committee in planning;
- d. serve as adviser to zones when requested to do so;
- e. serve as coordinator of District convention policies.

## **ARTICLE X - Special Appointed Personnel**

### Section 1

The special appointed personnel shall be the Archivist-Historian, *The Mission Voice* Editor, the Parliamentarian, the Public Relations Director, and the Webmaster, appointed by the President, and shall:

- a. be members of LWML;
- b. serve a term of two years or until their successors are appointed, and be eligible for reappointment;
- c. attend meetings as advisory members at the request of the President or as otherwise stipulated in these bylaws;
- d. be responsible to the President;
- e. report to the Board of Directors;
- f. report to the convention.

## Article X - Special Appointed Personnel continued

### Section 2

The Archivist-Historian shall:

- a. gather and preserve records and other material of historical significance to the District;
- b. write a brief history of the activities of the District for each biennium;
- c. send a copy of the biennial history to the LWML Archivist-Historian immediately following each convention;
- d. maintain a file of histories submitted by the zones;
- e. assemble articles and materials relative to the history of the District for display at each convention;
- f. attend meetings at the request of the President.

### Section 3

*The Mission Voice* Editor shall:

- a. with advisement from the President and the Vice President of Communication, quarterly receive, proof, and collectively publish articles in the District's official newsletter publication, *The Mission Voice*, to provide information about programs and activities of the District and LWML;
- b. provide copy to the President and Vice President of Communication to disseminate and distribute via print, email, and Website;

### Section 4

The Parliamentarian shall:

- a. advise the President, other officers, and members regarding parliamentary procedure upon request;
- b. attend all meetings of the Board of Directors and the District LWML convention;
- c. supervise activities of tellers at the convention;
- d. perform other duties as outlined in the *District Leaders' Guide*.

### Section 5

The Public Relations Director shall:

- a. administer and maintain the District's social media; promoting the LWML and District's objectives, programs, and events;
- b. administer, maintain, and provide the District's LWML Store at District events;
- c. work with the Vice President of Communication to develop promotional materials;
- d. photograph District events for social media postings when possible;
- e. report to the Board and to the Convention body as invited by the President.

### Section 6

The District Webmaster shall:

- a. maintain the website with current information;
- b. encourage District members to use the website;
- c. actively solicit information for publication on the website;
- d. report to the Board and to the District Convention Body as invited by the President;
- e. perform other duties as outlined in the *District Leaders' Guide*.

## **ARTICLE XI - Board of Directors**

### Section 1

- a. The Board of Directors shall be composed of the elected officers, appointed officers, and Zone Presidents. Pastoral Counselors and Standing Committee members shall serve as

## Article XI – Board of Directors continued

advisory members.

- b. When a Zone President must be absent from a board meeting or a District convention, the Zone Vice President or any other zone officer shall be authorized to attend as the zone representative and shall have the privilege of voice and vote.

### Section 2

- a. Regular meetings of the Board of Directors shall be held two times a year.
- b. A pre-convention board meeting shall be held in the convention city immediately prior to the biennial convention.
- c. Special meetings of the Board of Directors may be called by written request of five members of the Board of Directors.
- d. In times of emergency or special urgency, the Board of Directors may take action by mail or by electronic messaging.

### Section 3

Representation from a majority of the Zone Presidents, plus five other voting members shall constitute a quorum.

### Section 4

The Board of Directors shall:

- a. carry out the business of the LWML Louisiana-Mississippi District, approved in convention;
- b. transact the business of the District between conventions;
- c. consider and approve proposed bylaw amendments before presentation to the convention;
- d. receive and take action on recommendations, resolutions, and special appeals presented by members of the Board of Directors or the membership for possible presentation to the convention;
- e. consider and recommend the mission goal for each biennium;
- f. consider and approve the mission grant proposals for the convention ballot;
- g. consider and approve, either in session, by mail, or by electronic messaging, changes that occur in mission grant plans after the recipients have been selected in convention;
- h. elect a President in the event a vacancy occurs in that office;
- i. at the fall meeting in odd-numbered years, select six nominees for Pastoral Counselor, if possible, to be submitted to the Nominating Committee;
- j. consider requests for membership and recognize new LWML societies and individual members within the District;
- k. consider and take action on recommendations and resolutions of the Executive Committee.

## **ARTICLE XII - Executive Committee**

### Section 1

The Executive Committee shall be composed of the elected officers of the District. The Pastoral Counselor and the appointed officers shall be advisory members.

### Section 2

- a. The Executive Committee shall meet a minimum of two times per year. When necessary, action may be taken by mail or by electronic messaging.
- b. Special meetings of the Executive Committee may be called by written request of five voting members of the Committee.
- c. Five voting members shall constitute a quorum of the Executive Committee.

## Article XII - Executive Committee continued

### Section 3

The Executive Committee shall:

- a. transact necessary business between meetings of the Board of Directors;
- b. evaluate, promote and coordinate the activities of the District in relation to its object, and initiate programs to meet the needs of the membership;
- c. plan and supervise the program of the convention and approve the convention budget;
- d. approve the convention minutes and direct their mailing in a timely manner;
- e. fill vacancies occurring in elective offices, except the office of the President (see Article VI, Section 3, a);
- f. approve appointed officers, committee members, and special appointed personnel;
- g. approve financial institution(s) for deposit of funds;
- h. oversee the payment to LWML for the District's bonding and liability insurance; (see Article VII, Section 5, j and Section 8, f; Article IX, Section 2, a);
- i. consider and recommend the Board of Directors' recognition of new LWML societies and individual women seeking membership in the District (see Article IV, f).

## **ARTICLE XIII - Pastoral Counselors**

### Section 1

The Pastoral Counselors shall be two pastors of the Louisiana-Mississippi District LCMS. They shall serve a term of four years and cannot immediately succeed themselves. One counselor shall be elected at each convention. A newly elected counselor shall assume his duties at the close of the convention in which he is elected.

### Section 2

Candidates for Pastoral Counselors will be selected in the following manner:

- a. The Board of Directors shall select six nominees, if possible, for Pastoral Counselors at the fall board meeting in odd-numbered years (see Article XI, Section 4, i);
- b. The Nominating Committee shall submit the names of the nominees to the LCMS Southern District President for approval (see Article VIII, Section 2, d);
- c. From the list of approved nominees, the Nominating Committee shall select two candidates and obtain their written consent to serve if elected (see Article VIII, Sections 2, e and f).

### Section 3

Pastoral Counselors shall:

- a. serve the LWML Louisiana-Mississippi District in an advisory capacity;
- b. serve as spiritual leaders to the officers and members of the District;
- c. prepare devotions and worship services as requested;
- d. in cooperation with the President, the Vice President of Christian Life, and the Christian Life Committee, prepare the worship program for the convention;
- e. serve as doctrinal advisors to committees as assigned by the President;
- f. on a rotating basis [one counselor at one convention, the other counselor at the following convention], be seated with the District delegation at LWML conventions to serve as advisors regarding the business of the convention;
- g. attend all District conventions and meetings of the Board of Directors and Executive Committee, as advisory members.

## **ARTICLE XIV - Standing Committees**

### **Section 1**

- a. The Standing Committees shall be Mission Outreach, Mission Service, Human Care, Christian Life, and Leader Development, with a Vice President serving as chairman of each committee.
- b. Standing Committee members shall:
  1. be appointed by the vice presidents, with names forwarded to the President for the approval of the Executive Committee;
  2. serve as coordinators of continuing programs and activities of the District;
  3. serve as non-voting members of the Board of Directors;
  4. prepare a written report for regular meetings of the Board of Directors when requested to do so by the Vice President of their Committee;
  5. present an oral report to the Board when requested to do so by the President;
  6. prepare a written report for the convention manual;
  7. serve a term of two years or until their successors are appointed and shall be eligible for one reappointment.

### **Section 2**

The Mission Outreach Committee shall include the Vice President of Gospel Outreach as Chairman, the Gospel Outreach Coordinator, and the Mission Awareness Coordinator. The Committee shall promote mission awareness and support for mission opportunities, especially LWML mission grants.

- a. The Gospel Outreach Coordinator shall:
  1. encourage and equip women to become personally involved in verbally sharing the Gospel with all God's children;
  2. challenge the women of the District to develop a fervor for missions;
  3. coordinate participation by women of the Louisiana-Mississippi District in Gospel outreach opportunities with existing mission outreach programs sanctioned by the LCMS Southern District and LCMS offices;
  4. promote resources that will help Christians to proclaim the Gospel;
  5. serve on the Grant Evaluation and Selection Committee.
- b. The Mission Awareness Coordinator shall:
  1. promote mission awareness and support for District and LWML grants by providing publicity materials to the zones and societies;
  2. encourage wider participation in the Mite Box program and develop ideas for increasing mite giving;
  3. supply Mite Boxes to members upon request;
  4. serve on the Grant Evaluation and Section Committee.

### **Section 3**

The Human Care Committee and the Mission Service Committee shall include the Vice President of Special Focus Ministries as Chairman and two additional members each. The Committees shall encourage sensitivity in women toward those who are hurting and in need.

- a. The Human Care Committee shall:
  1. plan activities and servant events in which women of the District may become involved in Christ-like hands-on service to those who are hurting and in need;
  2. challenge members to be alert to service opportunities in their church, community, and the world, and to respond as Christ would have them do.

## Article XIV - Standing Committees continued

### Section 3 continued

#### b. The Mission Service Committee shall:

1. inform women of the District about projects they can prepare in the home or church to provide comfort and the basic necessities to those who are in need;
2. be alert to crisis situations in this country and around the world, and encourage women of the District to help supply provisions for those who have immediate basic survival needs;
3. plan and coordinate the ingathering for the District conventions;
4. provide information to members regarding ingatherings for the LWML convention, and give instructions on how to complete projects for ingatherings when necessary.

### Section 4

The Christian Life Committee shall include the Vice President of Christian Life as Chairman, the Christian Events Coordinator and the Christian Materials Coordinator. The Committee shall provide materials and opportunities that nurture members' spiritual lives.

#### a. The Christian Events Coordinator shall:

1. serve as a resource person for zone and society Christian Life chairmen in planning Christian nurturing events;
2. maintain and publicize a list of District speakers and presenters to serve as resource persons for society and zone activities.

#### b. The Christian Materials Coordinator shall:

1. inform members of a variety of resources suitable for use by individual members and for use at women's activities and events.

### Section 5

The Leader Development Committee shall include the Vice President of Organizational Resources as Chairman, the Growth and Development Coordinator, the Leader Development Coordinator, and the Structure Coordinator. The Committee shall provide guidance to members of the District to enable them to develop their talents and to assist them in building viable societies and zones.

#### a. The Growth and Development Coordinator shall:

1. provide resources, ideas, and techniques for developing new LWML societies;
2. assisting existing societies to develop programs that will enhance their organizations;
3. be responsible for the Young Woman's Representative program as outlined in the *District Leaders' Guide*;
4. prepare and distribute informational packets about LWML to new pastors in the District.

#### b. The Leader Development Coordinator shall:

1. identify women with special abilities and talents to serve in leadership positions in LWML;
2. provide ideas, techniques, and resources which will enrich and stimulate individuals to serve in leadership positions where God directs them.

#### c. The Structure Coordinator shall:

1. examine and evaluate the bylaws of the District;
2. propose to the Board of Directors such amendments as she deems advisable;
3. submit approved proposed amendments to the convention;
4. be responsible for publishing bylaw revisions and amendments;

## Article XIV - Standing Committees continued

5. receive and examine zone bylaws and proposed amendments and approve those not in conflict with the Louisiana-Mississippi District and LWML bylaws;
6. keep an up-to-date file of zone bylaws.

### Section 6

- a. At least one Assembly of Committees (for Standing Committees) shall be held annually for the purpose of program planning.
- b. Other committee meetings may be called at the discretion of the Vice President, with approval of the President.

## **ARTICLE XV - Special Committees**

### Section 1

The special committees shall be the Convention Site, Finance, and Grant Evaluation and Selection.

### Section 2

The Convention Site Committee, consisting of the Meeting Manager as chairman, Host Zone Convention Chairman, and Host Zone Property Chairman as members, and the President as ex-officio member, shall:

- a. evaluate the facilities and personnel of each proposed convention site;
- b. provide recommended proposed convention sites to the Executive Committee and Board of Directors for approval.

### Section 3

The Finance Committee, consisting of the Treasurer as chairman, and the Vice President of Gospel Outreach and another member of the Board of Directors as members, shall:

- a. review and evaluate the financial practices of the District;
- b. prepare and recommend the organizational budget.

### Section 4

The Grant Evaluation and Selection Committee, consisting of the Vice President of Gospel Outreach as chairman, the Gospel Outreach Coordinator, the Mission Awareness Coordinator, two Zone Presidents (appointed by the President), and one Pastoral Counselor (advisory) as members, shall:

- a. evaluate mission grant proposals as directed by the chairman;
- b. select for the convention ballot, with the Board of Director's approval, proposed mission grants that meet the criteria (see Article XVII).

## **ARTICLE XVI - Official Publication**

### Section 1

The official publication of the District shall be *The Mission Voice*.

### Section 2

The purpose of *The Mission Voice* shall be to:

- a. promote the object of the LWML Louisiana-Mississippi District and the LWML;
- b. provide information about programs and activities of the LWML;
- c. provide a chain of communication between societies, zones, District and the LWML.

### Section 3

*The Mission Voice* shall be sent to all members of the Board of Directors each quarter of the calendar year. Each Zone President will send a copy to each Society President and church in her zone.

## **ARTICLE XVII - Mission Grants**

### Section 1

- a. Mission grant proposals may be submitted by LWML members, societies, and LCMS Offices.
- b. Proposals in the correct number of copies must be submitted, along with the same number of supporting documentation, in a manner requested by the Vice President of Gospel Outreach.
- c. Proposals for all mission grants shall be submitted to the Vice President of Gospel Outreach by August 31 in the odd-numbered years.
- d. Proposals for all mission grants shall:
  1. be mission-oriented in emphasis, extending the ministry of the Word;
  2. be consistent with the doctrine and tenants of the LCMS;
  3. be current and ready for implementation;
  4. fit into the plans and projections of the LCMS Southern District if proposed mission is to be implemented within the said District;
  5. have the approval of the LCMS district or partner church in which the proposed grant recipient is located unless said proposal is submitted by an LCMS Office.

### Section 2

- a. The Grants Evaluation and Section Committee shall select the mission grant proposals to appear on the convention ballot subject to approval by the Board of Directors.
- b. The Vice President of Gospel Outreach shall present the mission grant proposals to the President of the LCMS Southern District for evaluation and comment (See article VII, section 4, e).

### Section 3

- a. Funds voted for a mission grant must be disbursed or put into use within a period of two years from the time of the vote or be returned to the treasury for reallocation. The Board of Directors shall have the authority to extend the time for two additional years in case of extenuating circumstances.
- b. In the event that changes in mission grant plans occur after the recipients have been selected in convention, the Board of Directors shall be authorized to approve the amended grant or reallocate the funds, either in session, by mail, or by electronic messaging (see Article XI, Section 4, g).

## **ARTICLE XVIII - Resolutions and Appeals**

### Section 1

Miscellaneous resolutions and appeals, other than mission grant proposals, made by societies or zones, may be presented to a convention upon approval by the Board of Directors. Such resolutions shall be sent to the District President by February 1 of the convention year.

### Section 2

Resolutions or appeals not received in the prescribed time may, by a two-thirds vote of the Board of Directors, be presented to the convention delegates for consideration.

## **ARTICLE XIX - Finance**

### Section 1

- a. Mite offerings shall be gathered using Mite Boxes or other voluntary means.
- b. All mite offerings shall be remitted to the District Financial Secretary at least four times per year.
- c. The District Treasurer shall remit twenty-five percent or more of the mite offerings to the LWML at least quarterly for funding mission grants and administration of the LWML.
- d. The District shall retain seventy-five percent or less of the mite offerings in its treasury for funding District mission grants and administration of the District program.

### Section 2

No disbursements shall be made:

- a. for mission grants that necessitate a permanent subsidy from the funds;
- b. to fund mission grants with borrowed funds;
- c. to cover deficits or shortages in the LCMS treasuries.

### Section 3

Expenses of meetings (as outlined in the *District Leaders' Guide*) of the Board of Directors, Executive Committee, Committees, and other routine administration expenses incurred in the management of the District, shall be paid from the treasury of said District.

### Section 4

The financial records shall be kept in an orderly manner and be submitted for financial review at the end of each biennium.

## **ARTICLE XX - Fiscal Year**

The fiscal year of the District shall be from March 1 to February 28, inclusive.

## **ARTICLE XXI - Emergency Action**

### Section 1

In the event of any emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the Board of Directors shall have the authority to determine whether or not the convention shall be held. A two-thirds vote of the Board of Directors shall decide, and vote may be taken by mail or electronic messaging.

### Section 2

In the event the convention is not held, the Board of Directors shall have authority to plan procedure for conducting the routine convention business.

## **ARTICLE XXII - Parliamentary Authority**

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

## **ARTICLE XXIII - Amendments**

### Section 1

- a. These bylaws may be amended by a two thirds vote of the voting body at the convention. The proposed amendments shall have been presented for approval to the Board of Directors and published in the official District publication in an issue previous to the convention or in a mailing to the delegates.
- b. By unanimous vote of the convention body a proposed amendment may be presented to the convention without prior notice. A three-fourths vote of the voting body shall be required for adoption.

### Section 2

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the LWML Structure Committee Chairman for review before being presented to the District membership for adoption.
- b. Upon adoption by the convention, the required number of copies shall be submitted to the LWML Structure Committee Chairman for filing.

Adopted -

Amended - April 1986

Amended - May 1995

Amended - April 2004

Amended - May 2010

Amended - April 2018

Amended - April 2020

Amended - April 2022

Amended - April 2024