

LWML Louisiana-Mississippi District Standing Rules

ACKNOWLEDGEMENT AND RELEASE FORMS

Acknowledgement and release forms for board meetings showing medical information, allergies, insurance companies, emergency phone numbers, etc. will be made available and carried by board members at all board meetings.

(EC 4/2010)

COMMUNION WARE AND LINENS

The Christian Life Chairman is responsible for storing and taking items to and from district conventions and retreats. Communion ware includes four (4) trays for cups, paten for bread, host box and communion cup filler bottle.

(EC 11/2008)

CONVENTION AND RETREAT DATES

The LA-MS District Conventions and Retreats will be held in the last full weekend of April unless Easter falls on that weekend. If Easter is on that weekend, the following weekend will become the date.

(EC 4/2010)

CONVENTION AND RETREAT SITES

The LA-MS District LWML will hold its biennial conventions and retreats on a rotational basis of its five (5) geographical zones. An event will be held in each zone every five (5) years. The rotation of sites is to be as follows:

CONVENTIONS

2018 – Southwest

2020 – Mississippi

2022 – Southern

2024 – Northern

2026 – New Orleans

(EC 11/2017)

RETREATS

2019 – Northern

2021 – New Orleans

2023 – Southwest

2025 – Mississippi

2027 – Southern

CONVENTION BUDGET

The Host Zone will open a convention checking account with \$1000.00 from the district by the fall Executive Committee Meeting.

(BOD 5/2017)

CONVENTION OFFERING

The Friday evening convention offering will be added to the new Mission Grant Fund beginning with the 2010 convention. The Sunday Offering will be added to the District Delegate Fund also beginning with the 2010 Convention.

(EC 10/2009)

CONVENTION REGISTRATION FEES

Pastors will not be charged the Registration fee to attend our district convention.

(BOD 10/2021)

CONVENTION SPEAKERS

At our district convention, no person or organization may have a formal speech, presentation, or exhibit booth on behalf or in favor of their mission grant proposal submission until after mission grant balloting is completed.

(BOD 10/2021)

EXCESS MISSION GRANT FUNDS

At the end of a biennium, if all the mission grants have been paid and there is excess mite money that has been received, the excess will be added to the next biennium's Mission Grant Fund.

(EC 5/2009)

EXPENSE VOUCHERS

A computer-generated mileage map (example – map-quest) must be included for mileage reimbursements with all expense vouchers.

(EC 5/2009)

HEALTH FORMS

A designated health information card, that includes special needs, medications being taken, allergies, emergency contact, etc., will be given out at registration with name tags at district events to include conventions and retreats. This information card will be completed and kept by the individual at all times during the event.

(EC 10/2009)

HONORARIUMS

Honorariums for LWML guest speakers and national representatives at conventions shall be as follows:

- Greetings from National Representative \$25.00
- Breakout Session by National Representative \$50.00
- Banquet Guest Speaker \$75.00

Entertainers for the banquet will not be paid but informed ahead of time that their entertainment is a gift.

(EC 4/2010)

LWML NATIONAL CONVENTION

The district will reimburse the five zone delegates for registration, travel, lodging (1/2 room up to \$75/per night for max of 3 nights), and meals (\$50/day for max of 4 days). Provide receipts. Each zone will then reimburse the district for ½ of their delegate's fees.

(BOD 4/2012)

LWML STYLE GUIDE

The LWML Louisiana-Mississippi District will follow the LWML *Style Guide*, as found at [Logos and Style Guide - Lutheran Women's Missionary League \(lwml.org\)](#), in our publications and communications.

(EC 10/2021)

MEMORIALS RECEIVED

All memorials which come to the district will go directly to District Mission Grants unless specified otherwise by the gift giver.

(EC 5/2009)

MEMORIALS TO BE GIVEN

A fifty-dollar (\$50.00) memorial will be given in memory of a current board member, their spouse or a past district president. This memorial is to be sent to the deceased person's home church and taken from the district's general fund. A card will be sent to the family informing them that a memorial from the LA-MS District LWML has been made. The president will receive the information. The treasurer will send out memorials and cards.

(EC 9/2017)

PASTORAL COUNSELOR

If a candidate elected for the office of Pastoral Counselor is unable to serve, the nominee receiving the next highest number of votes at the last convention should be considered.

(EC 4/2010)