

BYLAWS
SOUTHERN ILLINOIS DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE

ARTICLE I—NAME

The name of the organization shall be the Lutheran Women's Missionary League Southern Illinois District (hereinafter referred to as LWML SID). The LWML SID is affiliated with the national organization of the Lutheran Women's Missionary League (hereinafter referred to as LWML), and auxiliary of the Lutheran Church-Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II—OBJECT

The object of the organization shall be:

- a. to develop and maintain a greater mission consciousness among the women of the District through mission education, mission inspiration, mission service, and mission grants;
- b. to gather funds for the support of District and Synodical mission grants, especially those for which no adequate provision has been made in the budget of the District and Synod.

ARTICLE III—MEMBERS

Section 1

Women's organizations within congregations of LCMS, on campuses, or in resident homes, shall be eligible for membership as societies. A woman who is a communicant member of an LCMS congregation is eligible for membership in a society.

Section 2

Women who hold membership in a LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home upon approval of the LWML SID Executive Board.

Section 3

For participation in the LWML SID as a society, it shall be necessary:

- a. to have a completed application from the society;
- b. to have the approval of a local congregation;
- c. to submit this application to the LWML SID President for Executive Board ratification.

Section 4

Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society. To obtain individual membership, contact the LWML SID President for Executive Board ratification.

Section 5

For various reasons a society may have to resort to an inactive status for a period of time. During this inactive time period, that society:

- a. must name a contact person;
- b. is invited to all zone and LWML SID activities;
- c. is left on all mailing lists;
- d. does not have voting privileges at zone activities or district conventions;
- e. may be reinstated to active status by contacting the LWML SID President for Executive Board ratification.

ARTICLE IV—DISTRICT STRUCTURE

Section 1

The societies of the LWML SID shall be divided into groups to be known as zones for the purpose of:

- a. representation at the LWML biennial convention;
- b. promoting Christian fellowship;
- c. furthering the LWML object—mission education, mission inspiration, mission service, and mission grants.

Section 2

These divisions shall conform to the Synodical District Circuit lines as nearly as possible.

Section 3

- a. Each zone shall be governed by rules and regulations, which shall be in conformity with the object and basic principles of the bylaws of the LWML and LWML SID.
- b. Any amendments or changes to the rules and regulations of the zones shall be submitted for approval to the district Structure Committee and then to the zone for ratification.

Section 4

All zone presidents shall meet with the Executive Board of the district and serve as voting members of the Board.

ARTICLE V—DISTRICT CONVENTION AND REPRESENTATION

Section 1

A LWML SID convention shall be held biennially in the even-numbered calendar years at the time and place determined by the previous convention or by the Executive Board.

Section 2

The voting body of the convention shall be:

- a. two (2) delegates from each society;
- b. the elected members of the Executive Board;
- c. the president of each zone. When the Zone President is also an elected member of the Executive Board, the Zone Vice President shall be authorized to attend as the president's representative and shall have the privilege of voice and vote;
- d. Any past Presidents of the LWML SID, currently residing within the district and in attendance;
- e. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 3

- a. Each delegate shall have an alternate to the convention.
- b. The names of the delegates and alternates shall be reported to the Credentials and Registration Committee prior to the convention at a date determined by the Executive Board.

Section 4

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

ARTICLE VI—OFFICERS

Section 1

The elected officers shall be:

- President
- Vice President of Organizational Resources
- Vice President of Christian Life
- Vice President of Special Focus Ministries
- Vice President of Gospel Outreach
- Vice President of Communication
- Recording Secretary
- Corresponding Secretary
- Financial Secretary

Section 2

- a. The officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for successive re-election to the same office.
- b. The election of officers shall be as follows:
 - President
 - Vice President of Organizational Resources
 - Vice President of Special Focus Ministries

Corresponding Secretary
Financial Secretary

(Shall be elected in one LWML SID convention);

Vice President of Communication

Vice President of Christian Life

Vice President of Gospel Outreach

Recording Secretary

(Shall be elected in the next LWML SID convention);

- c. a majority vote shall elect;
- d. 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;
- e. officers shall assume their duties at the close of the biennial convention with the exception of the Financial Secretary who shall take office at the beginning of the following quarter;
- f. all outgoing officers shall, within thirty (30) days of the termination of their term of office, deliver to their successors all files and material pertaining to their office.

ARTICLE VII—EXECUTIVE BOARD

Section 1

The Executive Board shall:

- a. be composed of the elected LWML SID officers and zone presidents.
The two (2) counselors, and all appointed personnel shall be advisory members;
- b. receive and take action on recommendations, resolutions, and special appeals presented by the Executive Board, members of the zones, or the membership for possible presentation to the convention;
- c. consider and ratify the membership of new LWML SID societies;
- d. consider and approve the mission grant goal for presentation to the convention voting body for consideration and adoption;
- e. evaluate, promote, and coordinate the activities of the LWML SID in relation to its object;
- f. consider and approve all programs requiring financial support;
- g. plan and supervise the program of the convention.

Section 2

For the purpose of transacting business of the LWML SID between conventions, regular meetings of the Executive Board shall be held four (4) times a year. Special meetings of the Executive Board may be called by the President or by a majority vote of the Executive Board. In case of an emergency, the Executive Board may take action by mail or electronic messaging

Section 3

Five (5) voting members shall constitute a quorum.

Section 4

Any vacancy on this Board, except the office of President, shall be filled by the Board. The officer filling the vacancy shall be eligible for election to a successive term. In case of a vacancy in the office of President, the Vice President of Organizational Resources shall become the President, or until the Executive Board meets to elect a new president.

ARTICLE VIII—COUNSELORS

Section 1

The counselors shall be two (2) pastors of the LCMS within the Southern Illinois District who shall serve for a term of four (4) years.

Section 2

- a. One counselor shall be elected in each biennial convention;
- b. For each Counselor to be elected, the Executive Board shall select five (5) or more candidates, and after approval by the Synod District President, shall submit their names in ranked order to the Nominating Committee;
- c. The Nominating Committee shall contact the candidates in their ranked order until two (2) candidates have consented to serve, if elected.

Section 3

No Counselor shall be eligible for re-election to a successive term.

Section 4

The Counselors shall:

- a. serve the LWML SID as doctrinal advisors and as spiritual leaders, preparing devotions and worship services as requested;
- b. attend all LWML SID conventions and meetings of the LWML SID Executive Board.

Section 5

Any vacancy among the Counselors shall be filled by the Executive Board from a list submitted to and approved by the Synod District President. This Counselor shall be eligible for election to a successive term.

ARTICLE IX—NOMINATIONS AND ELECTIONS

Section 1

- a. At the spring meeting of each zone in the odd-numbered calendar years (non LWML SID convention year), each of the seven (7) zones will select a representative to the district nominating committee for the next district convention. Names of elected members shall be for the next district convention. Names of elected members shall be reported to the Executive Board through the District President.

- b. The committee shall submit a slate consisting of two (2) candidates, if possible, for each elective office. The written consent of the nominees to serve, if elected, shall have been secured. This slate shall have been published in advance of the convention.
- c. Nominations may be made from the floor provided the person nominated has given written consent or is present at the convention to give personal consent. Nominations may not be made from the floor for Counselor.

Section 2

Printed ballots shall be prepared by the Nominating Committee. The candidates receiving a majority of votes shall be elected.

Section 3

- a. The chairman of the Nominating Committee is chosen by the District President.
- b. Other members of the Nominating Committee are not eligible to serve consecutive terms.

Section 4

The chairman of the Nominating Committee shall attend Executive Board meetings at the request of the President.

ARTICLE X—DUTIES OF OFFICERS

Section 1

The President shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. preside at all conventions of the LWML SID, and at all meetings of the Executive Board;
- c. appoint committees, unless otherwise provided for the bylaws, with all appointments subject to the approval of the Executive Board;
- d. be an ex officio member of all committees except the Nominating Committee;
- e. sign all vouchers for payment of money from the treasury of all legitimately incurred expenditures and bills;
- f. be responsible for the execution of all valid resolutions passed by the convention body and Executive Board;
- g. if emergency action is deemed necessary before the next board meeting, consult a Counselor, and upon his recommendation, poll the membership of the Executive Board for decision;
- h. present a report to the convention, including report of the activities of the Executive Board;
- i. write articles for the district newsletter.

Section 2

The Vice President of Organizational Resources may perform duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. coordinate the Leader Development programs of the district;
- c. serve as coordinator of the Structure Committee;
- d. present a report to the convention;
- e. write articles for the district newsletter.

Section 3

The Vice President of Christian Life may perform duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. serve as chairman of the Fall Retreat Committee;
- c. serve as chairman of the Christian Life Committee;
- d. present a report to the convention;
- e. write articles for district newsletter.

Section 4

The Vice President of Special Focus Ministries may perform duties of the office of the President in the absence of, or at the request of, and the President shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. be coordinator of the Special Focus Ministries;
- c. be authorized to sign checks for the Financial Secretary and Treasurer in an emergency;
- d. present a report to the convention;
- e. write articles for the district newsletter.

Section 5

The Vice President of Gospel Outreach may perform duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. be coordinator of the Gospel Outreach and Mission Grants/Resolutions and Scholarship Committee;
- c. receive mission grant proposals and chairs the Mission Grants Evaluation and Selection meeting for the purpose of selecting mission grants to be on the LWML SID ballot;
- d. make an impartial presentation of the approved proposed mission grants to the convention;
- e. requisition and disburse mission grant funds and monitor the progress of each adopted recipient until completion;
- f. submit reports to the Executive Board and LWML SID members on the progress of each adopted mission grant until completion;
- g. submit the names of the scholarship recipients to the Executive Board and to the district membership;

- h. present a report to the convention;
- i. write articles for the district newsletter.

Section 6

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

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. coordinate the Communication Committee;
- c. interact with Synod entities to inform them of the mission and ministry of the LWML SID, including preparing a display for the LWML convention;
- d. interact with district churches to influence perceptions and attitudes toward Lutheran Women in Mission, including preparing a news release at the end of each district convention;
- e. proofread the district newsletter;
- f. write articles for the district newsletter;
- g. review all convention materials;
- h. present a report to the convention;
- i. be in charge of and maintain the LWML SID website, by receiving information from District Board Members.

Section 7

The Recording Secretary shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. keep a record of the proceedings of all meetings of the LWML SID, the Executive Board, and convention proceedings;
- c. provide to each member of the Executive Board, zone presidents, the Synod District President and his Executive Assistant a copy of the minutes of Board meetings and Convention proceedings;
- d. send out notices and agendas of all meetings;
- e. present a report to the convention.

Section 8

The Corresponding Secretary shall:

- a. attend and prepare a report for all quarterly meetings of the Executive Board;
- b. conduct such correspondence as may be requested by the President and Executive Board;
- c. keep a record of the officers and membership statistics of all societies and zones in the district and distribute a directory to the district officers and zone presidents;
- d. order and distribute stationery;
- e. prepare the convention manual under the direction of the LWML SID President;
- f. present a report to the convention.

Section 9

The Financial Secretary shall:

- a. Be bonded at the expense of the LWML SID;
- b. receive all monies except payments for publications and deposit them in a bank;
- c. keep an itemized account of all receipts, listing societies according to zones;
- d. transfer to the Treasurer all monies received, taking a receipt;
- e. submit financial reports to the Executive Board quarterly and to the convention;
- f. submit her records biennially for financial review;
- g. order and distribute mite boxes and Alleluia (Joy/Memorial) cards.

ARTICLE XI—COMMITTEES

Section 1

The President shall:

- a. appoint such standing committees as are necessary to carry on the work of the LWML SID;
- b. receive the approval of the Executive Board for committee appointments;
- c. appoint elected Executive Board members as chairmen of the committees.

Section 2

- a. Committee members shall serve for a term of two (2) years and shall be eligible for one (1) reappointment.
- b. Committees shall report to the Executive Board as requested and shall submit written reports to the convention.

Section 3

A Counselor shall be appointed to serve in an advisory capacity for each committee.

ARTICLE XII—SPECIAL APPOINTED PERSONNEL

Section 1

The appointed personnel shall be the:

- Archivist-Historian
- Christian Resource Editor
- Parliamentarian
- Publications Manager
- Treasurer
- Young Woman's Representative Coordinator

and any others deemed necessary. These appointed personnel, except for the Treasurer, shall serve for a term of two (2) years and shall be eligible for reappointment. They shall be appointed by the President with the approval of the Executive Board. Appointed personnel are not members of the voting body of the Executive Board, and attendance at meetings shall be in an advisory capacity at the request of the President.

Section 2

The Archivist-Historian shall:

- a. write a history of the activities of the LWML SID for the biennium and shall submit a copy to the national Archivist-Historian;
- b. gather and preserve records and other materials of historical significance to the LWML SID;
- c. be responsible to the President;
- d. present a report to the convention.

Section 3

The Christian Resource Editor shall:

- a. solicit, review, and edit materials for use as program helps;
- b. submit such material to both District Counselors for doctrinal review;
- c. forward edited and reviewed program resources to LWML Vice President of Christian Life;
- d. present a report to the convention.

Section 4

The Parliamentarian shall serve as advisor on parliamentary procedure to the President, officers, committees, and individual members upon request.

Section 5

The Publications Manager shall:

- a. keep records of society subscriptions to the *Lutheran Woman's Quarterly*;
- b. order QUARTERLY subscriptions from LWML and bill societies;
- c. receive and record payments from societies and forward payments to the treasurer;
- d. notify societies when newsletter is available on the district website or mail copy to society contacts.

Section 6

The Treasurer shall:

- a. be bonded at the expense of the LWML SID;
- b. be a qualified candidate and apply for the position;
- c. be interviewed by the President, Financial Secretary and the Vice President of Organizational Resources;
- d. be confirmed by the Executive Board;
- e. serve a term of four (4) years with no limits on reappointment;
- f. receive all funds from the Financial Secretary and deposit them in a bank;
- g. keep an itemized account of all receipts and disbursements;
- h. make all payments authorized by the Executive Board;
- i. submit financial reports to the Executive Board quarterly and to the convention;
- j. submit records biennially for financial review.

Section 7

The Young Woman's Representative Coordinator shall:

- a. coordinate the LWML SID activities of the young women;
- b. organize the Spring Retreat.

ARTICLE XIII—OFFICAL PUBLICATION

Section 1

The official publication of the LWML SID shall be a district newsletter. It shall be published at least four (4) times a year. The time of publication and the format shall be determined by the Executive Board in consultation with the newsletter editor.

Section 2

The purpose of the newsletter shall be:

- a. to promote the object of the LWML;
- b. to inform the membership of LWML SID activities.

Section 3

The official publication staff shall be an editor and other personnel appointed, as needed, by the president with the approval of the Executive Board.

ARTICLE XIV—MISSION GRANTS

Section 1

- a. Mission grant proposals shall be submitted to the LWML SID Vice President of Gospel Outreach at least seven (7) months prior to the LWML SID biennial convention.
- b. Mission grant proposals may be submitted by an individual member, a society, a zone, a district, or synod board.
- c. A mission grant proposal shall:
 1. be mission in emphasis, extending the ministry or Word and Sacrament;
 2. fit into the plans and projections of the LCMS;
 3. be current and ready for implementation;
 4. be well documented.
- d. One copy of the proposal with four (4) to six (6) pictures must be submitted and include:
 1. the need;
 2. the mission focus for the project;
 3. the amount of money requested or needed;
 4. how the money will be used;
 5. the organization or person(s) responsible for implementing the project;
 6. who will handle the funds;
 7. to whom to make checks payable;
 8. preferred dates(s) to receive money;

9. name(s) of people that can be contacted if more information is needed;
10. name, address and phone number of person/organization submitting the proposal.

Section 2

- a. If a grant proposal is for a mission need within the Southern Illinois District, it must be approved by the LCMS District President.
- b. If a grant proposal is for a mission outside the U.S., it must be approved by the Executive Director of the Board for Mission Services of LCMS.
- c. If a grant proposal is for a mission need outside the Southern Illinois District, but within the U.S., it must be approved by the LCMS District President of the district in which it is to be carried out.
- d. After studying these approved mission grant proposals, the Executive Board shall select the mission grant proposals that will appear on the ballot.

Section 3

In the event that changes in mission grant plans occur after the recipients have been selected in convention, the Executive board shall be authorized to reallocate the funds.

ARTICLE XV—FINANCES

Section 1

All regular mission offerings in the local societies within the LWML SID shall be gathered through mite boxes or other voluntary means.

Section 2

The societies are to forward their regular mission offerings to the Financial Secretary on a regular and prompt basis.

Section 3

- a. The regular mission offerings received from the societies shall be apportioned in such a manner that twenty-five (25) percent, or more, shall be remitted to the Treasurer of the LWML, and seventy-five (75) percent, or less, shall be retained by the LWML SID for the approved mission grants, and the administration of the LWML SID.
- b. The LWML SID Executive Board shall determine the percentage, if in excess of twenty-five (25) percent, to be forwarded to the LWML.
- c. The disposition of mission offerings and other funds retained by the district shall be defined in detail in the LWML SID Standing Rules.

ARTICLE XVI—FISCAL YEAR

The fiscal year shall be from July 1 to June 30 inclusive.

ARTICLE XVII—EMERGENCY ACTION

In the event of any great emergency such as war, epidemic, or disaster, or other prevailing conditions making the holding of a convention inadvisable, the Executive Board shall have the authority to determine whether the convention shall or shall not be held. In the event the convention is not held, the Executive Board shall have the authority to plan the procedure for conducting the routine convention business. Such procedure shall be approved by the Zone Presidents.

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 SID, in all cases to which they are applicable and in which they are not inconsistent with these bylaws, standing rules, guidelines, applicable law or Christian principles.

ARTICLE XIX—AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote at the biennial LWML SID convention provided the proposed amendments have been presented for consideration to the LWML SID Executive Board and the LWML Structure Committee and have been published and distributed at least one month prior to the convention.

By unanimous vote a proposed amendment may be presented to the convention without prior notice. In this case, a three-fourths (3/4) vote shall be required for adoption.

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