

BYLAWS
(Name of Society)
(City, State)

ARTICLE I – NAME

The name of this organization shall be _____ of _____ Church, (City, and State). This organization shall be affiliated with the Lutheran Women’s Missionary League (hereinafter referred to as LWML).

ARTICLE II – OBJECT

The object of this organization shall be:

- a. to develop and maintain a greater mission awareness among the women of (congregation name);
- b. to provide opportunities for spiritual growth and Christian fellowship among the women of (congregation name);
- c. to gather funds for mission grants;
- d. to assist (congregation name) in its ministry to build the Kingdom of God; and
- e. to foster and support the program of the LWML.

ARTICLE III – MEMBERS

Any woman who is a communicant member of (congregation name), who expresses a desire to join and has made the object of the organization her own, is eligible for membership.

ARTICLE IV – MEETINGS

Meetings shall be held as specified by the members. Special meetings may be called by the President or at the request of one-third (1/3) of the members. The members present at any duly called meeting shall constitute a quorum.

ARTICLE V – CONVENTIONS

Delegates and alternates shall be selected to represent the organization at LWML Rocky Mountain District conventions.

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1

The elected officers shall be: President, Vice President, Secretary, and Treasurer. (Smaller societies may wish to combine officers, e.g. Vice President/Treasurer.)

Section 2

(If term limits are desired, use the following wording.) These officers shall be elected by ballot at the (season or month) meeting to serve for a term of one (1) year (or two(2) years, or three (3) years, etc.) or until their successors are elected, and shall be eligible for reelection for (number (#)) term(s). If there is only one (1) candidate per office, a voice vote may be taken. A majority vote shall elect.

Section 3

Newly-elected officers shall assume their duties at the close of the meeting at which they are elected (or insert date).

ARTICLE VII – DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at all regular and special meetings of the organization;
- b. be authorized to sign checks in the event of an emergency;
- c. appoint standing and special committees with the approval of the Executive Committee;
- d. be an ex officio member of all committees except the Nominating Committee; and
- e. perform such other duties as the organization may prescribe.

Section 2

The Vice President shall:

- a. perform the duties of the office of the President in the absence of or at the request of the President;
- b. assist the President;
- c. assume the office of President upon its vacancy; and
- d. perform such other duties as the organization may prescribe.

Section 3

The Secretary shall:

- a. keep minutes of all regular, EC and special meetings of the organization;
- b. conduct needed correspondence;
- c. keep records of current bylaws and standing rules;
- d. report changes of elected officers and Christian Life chairman to the zone President and the LWML Rocky Mountain District Publications Manager as soon as the changes are effective; and
- e. perform such other duties as the organization may prescribe.

Section 4

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the Executive Committee;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements; regularly remit Mite Box offerings to the LWML Rocky Mountain District Treasurer;
- d. submit regular financial reports to the organization;
- e. submit records for financial review at the close of each fiscal year and with the change of officer; and
- f. perform such other duties as the organization may prescribe.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1

A Nominating Committee consisting of (*spell out number*) (#) members shall be elected at the (*name of month*) meeting from members not currently holding an elected office.

Section 2

The Nominating Committee shall:

- a. submit two (2) nominees, if possible, for each elective office;
- b. obtain the consent of all nominees to serve, if elected;
- c. allow nominations from the floor with the consent of the nominee; and
- d. prepare and distribute, collect and count the ballots.

Section 3

Elections of officers shall:

- a. be by ballot at the (*month*) meeting;
- b. plurality shall elect; and
- c. if there is only one candidate for an office, the vote shall be a voice vote.

ARTICLE IX – APPOINTED OFFICERS

Section 1

Appointed officers are Christian Life Chairman and Archivist-Historian (*list as necessary-other examples: Public Relations Chairman, Parliamentarian, etc.*), and shall:

- a. be appointed by the President with the approval of the Executive Committee, to serve for a term of two (2) years and be eligible for reappointment for (*number (#)*) term(s);
- b. attend EC meetings in an advisory capacity; and
- c. keep notes and material pertinent to the office and transfer them to their successors within thirty (30) days after the termination of their appointment.

Section 2

The Christian Life Chairman shall:

- a. be chairman of the Christian Life Committee; and
- b. be coordinator of the Christian Life activities.

Section 3

The Archivist-Historian shall;

- a. gather and preserve records and other materials of historical significance for the organization.

ARTICLE X—STANDING COMMITTEES

Section 1

- a. The Standing Committee(s) may include:
 - 1) Christian Life;
 - 2.) (*The next committee on your list - suggested committees-- Leader Development, Mission Grants, Mission Servants, Structure, Young Woman, etc.*)
- b. The chairman of each committee shall be appointed by the president with the approval of the Executive Committee to serve a term of (*number*) (#) years (s).
- c. Committee members shall be appointed by the President after consultation with each committee chairman.
- d. Committee members shall serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

Section 2 (*the following are examples of duties*)

- a. The Christian Life Committee shall:
 1. encourage the use of program resources promoting spiritual development;
 2. assist in conducting Christian life workshops, if requested;
 3. keep a file of Christian life materials; and
 4. have its chairman report to each regular Executive Committee meeting
- b. The Leader Development Committee shall:
 1. encourage and equip women to reach out in love;
 2. keep a file of materials to enable each member to increase skill for leadership in LWML;
 3. provide ideas and leadership resources; and
 4. have its chairman report to each regular Executive Committee meeting.
- c. The Mission Grants Committee shall:
 1. encourage active participation and provide materials and suggestions to provide greater mission consciousness among women; and
 2. have its chairman report to each regular Executive Committee meeting.
- d. The Mission Servants Committee shall:
 1. alert members to opportunities and challenges for human care in the church, community, and world;
 2. encourage active participation and provide materials and suggestions for human care programs; and
 3. have its chairman report to each regular Executive Committee meeting.

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be composed of the elected officers and standing committee chairmen with the appointed officers and pastoral counselor serving as advisors. A majority of the voting members shall constitute a quorum.

Section 2

The Executive Committee shall:

- a. meet (*monthly, quarterly*) or at the call of the President or the request of one-third (1/3) of the committee members;
- b. conduct the business of the organization between regularly scheduled meetings;
- c. approve the financial institution for deposit of funds;
- d. approve appointments of standing committee chairmen and members;
- e. fill vacancies occurring in elected or appointed offices, except in the office of President; and
- f. make recommendations to the organization.

ARTICLE XII – FINANCES

Section 1

There shall be no dues, but voluntary offerings may be gathered at each regular meeting.

Section 2

Mite Box offerings shall be gathered at each regular meeting and submitted to the LWML Rocky Mountain District Treasurer.

ARTICLE XIII – FISCAL YEAR

The fiscal year shall be from (*month, day*) to (*month, day*), inclusive.

ARTICLE XIV – DISSOLUTION

This organization shall continue until dissolved by amendment of the bylaws. In the event of dissolution, the property of this organization shall be turned over to the Trustees of (*name of congregation, city, and state*).

ARTICLE XV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the proceedings of this organization in all cases to which they are applicable and in which they are consistent with the bylaws, standing rules, duly adopted guidelines, applicable law or principles.

ARTICLE XVI – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting of the organization, provided the proposed amendments were approved by the LWML Rocky Mountain District Structure Committee and had been presented for consideration at the previous meeting. By unanimous vote a proposed amendment may be presented without prior notice. A three-fourths (3/4) vote shall be required for adoption.

Charter date organization became an LWML organization: _____

Date of original bylaws: _____

Date of last amendments/revision to bylaws* _____

*(This is the date on which the society adopts the bylaws after the District Structure Committee has approved them. A final copy is then sent to the District Structure Committee.)

STANDING RULES

(A copy of the standing rules should be sent to the District Structure Committee but their approval is not necessary.)

(#1 is necessary; #2 and following are suggestions; your society may have others. The wording of #8 should be the last standing rule.)

1. This society shall meet on the *(number)* *(day)* of each month at *(time)* at *(place)*.
2. The society may pay the registration fees of the elected delegates to the LWML Rocky Mountain District conventions. Other expenses of the delegates (i.e. lodging, meals, & travel) may be paid.
3. The society may send a Young Woman Representative (YWR) and Teen Representative to zone events.
4. State here who is responsible for refreshments at each meeting.
5. The Secretary shall send a personal note from the society to all society members who resign or transfer.
6. Suggestion: memorials for society members/families when death occurs. (Use your own wording for these memorials.)
7. The society shall support the LWML RMD Delegate Fund which covers expenses of the LWML RMD delegates to LWML conventions. A suggested contribution of \$3 per member is due each year at the zone fall rally.
8. Standing rules may be amended by a majority vote at a business meeting without previous notice. *(This should always be the last standing rule.)*

FOR YOUR INFORMATION:

Helpful hints about bylaws:

1. Include a Table of Contents for easy reference
2. Number the pages and put the year of the revisions at the top or bottom
3. Top off the bylaws with a cover page
4. Place a hyphen in words like “odd-numbered” and “even-numbered”
5. Use a hyphen for Archivist-Historian, but take it out of bylaws (not by-laws)
6. Insert a long dash (or double hyphen) in “The Lutheran Church—Missouri Synod,” but remove it when writing “LCMS”
7. When indicating a number, spell the word first and then place the numerical directly adjacent to it in parenthesis, such as two (2)
8. Write “LWML” without the word National in front of it
9. Take out the periods between the initials LWML, since there is no stopping the LWML!