

Lutheran Women’s Missionary League
Rocky Mountain District 
(Name of zone) Zone Bylaws

ARTICLE I – NAME

The name of this organization shall be Lutheran Women’s Missionary League Rocky Mountain District (*name*) Zone. The Rocky Mountain District (hereinafter referred to as LWML RMD) is a subordinate organization of the Lutheran Women’s Missionary League (hereinafter referred to as LWML).

ARTICLE II – OBJECT

The object of this zone shall be to:

- a. promote the LWML object: mission education, mission inspiration, mission service and mission grants;
- b. support the programs of the LWML RMD and the LWML;
- c. provide opportunities for spiritual development and Christian fellowship among the women of the zone;
- d. provide opportunities for leader training; and
- e. provide representation at LWML conventions in accordance with LWML bylaws.

ARTICLE III – MEMBERS

Section 1

- a. The zone shall be composed of LWML societies in congregations of The Lutheran Church—Missouri Synod (hereafter referred to as LCMS), on college campuses, in resident homes, or in other settings and individual members within the geographic boundaries of the zone.
- b. If there is more than one (1) society in a congregation or other setting, the societies in a single setting shall be considered one (1) unit for the purpose of representation at LWML conventions.

Section 2

An individual member:

- a. is not considered a society or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the society in her congregation for any reason or is a member of an LCMS congregation that does not have a society affiliated with LWML;
- c. may attend zone meetings and conventions;
- d. may have voice and vote at zone meetings; and
- e. may have voice and vote at LWML RMD and LWML conventions only if she is a certified delegate.

Section 3

Applications for both society and individual memberships are made to the LWML RMD as specified in the LWML RMD bylaws.

ARTICLE IV – CONVENTIONS

Section 1

LWML RMD conventions shall be held biennially in the even-numbered years. Society representation at LWML RMD conventions shall be as follows:

- a. Voting delegates shall include two (2) elected delegates from each unit having forty (40) or fewer members and one (1) elected delegate for each additional twenty (20) members or major fraction thereof as of January 1 preceding the convention.
- b. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

- c. Each certified delegate shall have a certified alternate, if possible.
- d. The names of the elected delegates and alternates shall be in the hands of the LWML RMD Convention Registrar at least thirty (30) days prior to the convention.

Section 2

LWML conventions shall be held biennially in the odd-numbered years. Zone representation at LWML conventions shall be as follows:

- a. One (1) certified delegate is sent from each zone having ten (10) or fewer units and one (1) certified delegate is sent for each additional ten (10) units or major fractions thereof as of January 1 preceding the convention. (Note: All societies in one congregation or setting are considered as one member unit for the purpose of representation at LWML conventions.)
- b. Each certified delegate shall have a certified alternate if possible.
- c. The names of the delegates and the alternates shall be presented to the LWML RMD President in accordance with the LWML RMD bylaws for certification.
- d. In the event neither the delegate nor the alternate is able to serve, a member of this zone may serve as delegate upon certification in writing by the LWML RMD President and presentation to the LWML Recording Secretary.
- e. The expenses of the delegate(s) to LWML conventions shall be paid from the LWML RMD Delegate Fund. Expenses are defined as travel, lodging, meal package and registration. (Travel and lodging are paid at the rates as defined in the LWML RMD Standing Rules #7 and #8).
- f. To support the LWML RMD Delegate Fund, the zone President shall create an awareness of this financial need and request support from the total membership of each society by personal letter before the zone rallies.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1

The elected officers shall be: President, Vice President, Secretary and Treasurer (*Other titles may be used for these positions, and if the zone has additional elected officers, they should be added here and in the following sentence.*) The President and Vice President shall be elected in the (*insert even or odd-numbered*) years, and the Secretary and Treasurer shall be elected in the (*insert even or odd-numbered*) years. (*Note: If it is considered desirable that the Vice President follows the President after her tenure as Vice President, then the two officers should be elected in the same year.*)

Section 2

Officers shall be elected by ballot at the fall rally to serve for a term of (*spell out and #*) years or until their successors are elected, and shall be eligible for (*spell out and #*) reelection. 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 following their installation at the fall rally.

Section 4

Each officer shall keep notes and operational materials pertinent to the responsibilities of the office and, with the exception of the Treasurer, transfer them to their successors within thirty (30) days following the election. The Treasurer shall transfer all records and materials pertaining to her office within sixty (60) days following the election.

ARTICLE VI – DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at all zone rallies and other zone activities and all meetings of the zone Executive Committee (hereafter referred to as the EC);
- b. attend meetings of the LWML RMD Board of Directors and have voice and vote;
- c. approve vouchers for payment of legitimately incurred expenditures and forward to the zone Treasurer for payment;

- d. be authorized to sign checks for the Treasurer in an emergency;
- e. appoint appointed officers and standing committees with the approval of the EC;
- f. serve as ex officio member of each committee except the Nominating Committee;
- g. promote LWML by keeping in contact with each society within the zone;
- h. send each society an annual Change of Officers Form the month of their election of officers and keep an up-to-date roster of all member societies, their officers with addresses and membership statistics. *(Option- this can be done either by the president or the secretary)*;
- i. present a report to the rally including the activities of the EC; and
- j. perform such other duties as the EC may prescribe.

Section 2

The Vice President shall:

- a. perform the duties of the office of President in the absence of or when requested to do so by the President;
- b. assist the President;
- c. fill a permanent vacancy in the office of the President; and
- d. perform such additional duties as the EC may prescribe.

Section 3

The Secretary shall: *(if your zone has one person as secretary/treasurer Sections 3 and 4 will be combined)*

- a. keep minutes of all rallies and meetings of the zone and the EC, or designate another person to substitute if she is unable to attend;
- b. provide one (1) copy of rally or other zone meeting minutes to each society and to members of the EC within thirty (30) days of such meeting;
- c. provide one (1) copy of all minutes and complete reports of all rallies, workshops and other zone activities to the LWML RMD President;
- d. provide two (2) copies of all minutes and complete reports of all rallies, workshops and other zone activities to the LWML RMD Archivist-Historian;
- e. provide copies of EC minutes to all members of the EC within thirty (30) days of each meeting;
- f. keep updated records of the zone membership, committee rosters, bylaws and standing rules;
- g. keep an updated list of all zone and society officers and individual members, and furnish same to all zone officers and society presidents;
- h. provide the zone President and the LWML RMD Publications Manager with the names and addresses of all zone and society officers and committee chairmen and the current number of members in each society *(option this can come under the duties of the secretary or the president)*;
- i. conduct needed correspondence and report same to the zone President, the EC and at the fall rally;
- j. provide notices of all zone meetings and activities to all societies, individual members and pastors within the zone; and
- k. perform such other duties as the EC may prescribe.

Section 4

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the EC;
- b. keep an itemized account of all receipts and disbursements;
- c. make all disbursements authorized by the zone President;
- d. submit financial reports at each EC meeting and each regularly scheduled rally or meeting;
- e. submit the records for financial review before the fall rally, at the close of each fiscal year and/or with the change of officer; and
- f. perform such other duties as the EC may prescribe.

ARTICLE VII – NOMINATIONS

Section 1

A Nominating Committee of at least three (3) members shall be elected at the fall rally preceding the election from members not currently holding an elective office. The candidate receiving the highest number of votes shall serve as chairman. *(Note: The Nominating Committee is independent of the President and the EC and should not be appointed.)*

Section 2

The Nominating Committee shall:

- a. solicit nominees within the zone who are active society or individual members;
- b. receive the nominees' consent to serve if elected;
- c. submit at least two (2) nominees, if possible, for each elective office;
- d. submit a list of nominees with qualifications to the zone Secretary for mailing to the societies; and
- e. prepare printed ballots with the names of candidates printed in alphabetical order by last name for each office to be filled.

Section 3

Nominations of qualified candidates may be made from the floor provided consent to serve if elected has been obtained from the candidate.

ARTICLE VIII – APPOINTED OFFICERS

Section 1

The appointed officers are *(list officers here such as Public Relations Director, Archivist-Historian, etc.)* and shall:

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

(Insert the following suggested sections as necessary for your zone and include duties as appropriate—may need to add to the duties of an elected officer if there is no appointed officer.)

Section 2

The Public Relations Director shall:

- a. be coordinator of publicity for all zone functions;
- b. notify all societies and individual members of zone activities;
- c. be alert for news from the zone and submit articles and information to the LWML RMD *Tidings* Editor;
- d. serve as a liaison between the zone and the LWML RMD Vice President of Communications; and
- e. be responsible to and perform other duties as requested by the President.

Section 3

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical value to the zone;
- b. write an annual history of the zone and send it to the LWML RMD Archivist-Historian;
- c. send materials of historical value to the LWML RMD Archivist-Historian; and
- d. be responsible to the President.

Section 4

The Parliamentarian shall:

- a. attend all zone rallies and meetings and serve as advisor on parliamentary procedure upon request; and
- b. serve as an ex officio member of the committee reviewing and amending the zone bylaws.

ARTICLE IX – MEETINGS

Section 1

The Zone shall hold at least two (2) rallies or zone meetings per year in the spring and fall for the purpose of Christian fellowship and conducting the business of the zone. Additional zone activities such as retreats, workshops, servant events, Gospel outreach activities, prayer services, etc. may be held as determined by the EC.

Section 2

A zone rally will be held each fall. The date shall be set in cooperation with the LWML RMD EC. Society members present at the fall rally shall constitute a quorum provided that fifty-one (51) percent of the member societies are represented.

Section 3

Each society within the zone shall have the privilege of hosting the fall rallies or other zone activities.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1

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

Section 2

The Executive Committee shall:

- a. meet before each rally and at other times at the call of the President;
- b. conduct the business of the zone between rallies and other regularly scheduled zone meetings;
- c. with the President, plan zone activities and functions;
- d. assist the President in implementing zone activities and LWML RMD and LWML programs;
- e. approve the President's appointments of appointed officers, standing committees and pastoral counselor;
- f. fill vacancies in elected offices;
- g. approve the financial institution in which funds are deposited; and
- h. plan the rally program in cooperation with the host society.

ARTICLE XI – PASTORAL COUNSELOR

The Pastoral Counselor shall:

- a. be an LCMS RMD pastor, full-time or retired;
- b. be appointed by the President with the approval of the EC;
- c. serve a term of *(spell out)(#)* years and shall *(shall not)* be eligible for *(spell out)(#)* reappointment;
- d. attend all zone functions and EC meetings, and when possible LWML RMD conventions, serving in an advisory capacity;
- e. prepare a short Bible study for EC meetings as requested by the President; and
- f. perform other duties as requested by the President and EC.

ARTICLE XII – STANDING COMMITTEES

(Below are examples of standing committees. We encourage you to have a Christian Life Committee. There could also be committees such as a Leader Development Committee to help women increase skills for leadership in LWML, a Mission Grants Committee to provide greater mission consciousness to each society, a Mission Servants Committee to coordinate ingatherings at zone activities, a Structure Committee to review bylaws, and a Young Woman Committee to encourage young women to attend. If you choose to use these other committees, please refer to the LWML RMD bylaws and adapt the duties to your zone to complete Section 2 below.)

Section 1

The Standing Committees shall be Christian Life, *(list others appointed by your zone)*. Committee chairmen shall be voting members of the EC.

Standing Committees shall:

- a. be composed of a chairman and two (2) members appointed by the President with the approval of the EC;
- b. have its members serve a term of two (2) years, permitting reappointment of one (1) additional term;
- c. serve as liaison with their corresponding committees of the LWML RMD; and
- d. keep records and materials pertinent to the committee and transfer to their successors within thirty (30) days following the end of the term of office.

Section 2

The Christian Life Committee shall:

- a. prepare devotions for zone rallies and other functions when requested to do so by the EC;
- b. with the EC, plan zone retreats and prayer services;
- c. publicize Christian Life materials available from the LWML *Catalog* and on the LWML and LWML RMD websites;
- d. encourage use of inspirational materials within the societies;
- e. maintain a file of Christian Life materials available for use within societies and the zone; and
- f. perform other duties as requested by the EC.

The Leader Development Committee shall:

- a. encourage and equip women to reach out in love;
- b. provide materials and training to enable each member to increase skills for leadership in LWML;
- c. create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase the membership within their societies;
- d. provide applications for the zone Young Woman Representatives to the LWML RMD conventions prior to the fall rally in the odd-numbered years; and
- e. perform other duties as requested by the EC.

The *(Insert other standing committees as appointed by your zone. The last duty for each committee should read: perform other duties as requested by the EC.*

ARTICLE XIII – FINANCES

Section 1

The zone shall:

- a. adopt no mission grants, but through voting delegates to LWML RMD and LWML conventions, select mission grants to be funded for each biennium; and
- b. promote use of the Mite Box and voluntary contributions by zone members to meet the commitments made to fund the various mission grants adopted at conventions.

Section 2

The zone may:

- a. collect registration fees and/or offerings at rallies or other zone functions to cover zone expenses such as:
 - 1) honorarium for speakers, rental of audio-visual equipment, or other program aides;
 - 2) food preparation when a meal is provided;
 - 3) printing, postage, telephone, fax;
 - 4) convention costs for delegates, pastoral counselors and young woman representatives;
 - 5) district assessments such as the LWML RMD Delegate Fund;
 - 6) other costs approved by the EC;
- b. designate a special offering and/or Gift from the Heart (ingathering) for prayer services, retreats, servant events, etc. and request the zone pastoral counselor's approval of the designated recipients; and
- c. funds over and above the necessary working balance shall be sent to the LWML RMD Treasurer for mites.

ARTICLE XIV – FISCAL YEAR

The fiscal year shall be from one fall rally date to the following fall rally date inclusive. The zone Treasurer shall adhere to these dates in closing the books for review.

ARTICLE XV – PARLIAMENTARY AUTHORITY

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

ARTICLE XVI – AMENDMENTS

Section 1

- a. These bylaws may be amended by two-thirds (2/3) vote of the members present and voting at a regularly scheduled zone meeting. The proposed amendments shall have been approved by the LWML RMD Structure Committee and then sent to each member society and individual member sixty (60) days prior to the meeting in which they will be considered for adoption.
- b. By unanimous vote a proposed amendment may be presented at a rally or other regularly scheduled zone function without prior notice. A three-fourths (3/4) vote 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 RMD Structure Committee for review before being presented to the zone membership for adoption.
- b. Upon adoption by the zone, the required numbers of copies shall be submitted to the LWML RMD Structure Committee for filing.

Date zone became member of the LWML RMD _____

Date of original bylaws _____

Date of last amendments to bylaws _____

(This is the date the zone adopts the bylaws after the LWML RMD Structure Committee has approved them.)

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 bottom
- 3. Top off the bylaws with a cover page
- 4. Use LWML RMD when abbreviating Lutheran Women’s Missionary League Rocky Mountain District
- 5. Use “LWML” without the word National in front of it. Do not use periods between the initials LWML, since there is no stopping the LWML!
- 6. Insert a long dash (or double hyphen) in “The Lutheran Church—Missouri Synod,” but remove it when abbreviating “LCMS” (and no periods between the letters)
- 7. Do not use a hyphen in bylaws (not by-laws)...use a hyphen in Archivist-Historian
- 8. Place a hyphen in words like “odd-numbered” and “even-numbered
- 9. When indicating a number, spell the word first and then place the numerical directly adjacent to it in parenthesis, such as two (2)

(The following is a guide – add or delete details to meet your zone needs. A copy of the standing rules should be sent to the LWML RMD Structure Committee but their approval is not necessary.)

STANDING RULES

1. Monies received for the LWML RMD Delegate Fund shall be forwarded to the LWML RMD Treasurer upon receipt of the same. The zone president shall create an awareness of this financial need and request support from the total membership of each society by personal letter before the zone rallies, suggesting a contribution of \$3 per member per year.
2. Two (2) Young Woman Representatives (YWRs) shall be elected at the fall rally in the odd-numbered years to represent the zone at the LWML RMD conventions. The YWRs shall give a report at the following fall rally. The zone EC shall make applications for possible representatives available to all societies.
3. The Zone Treasurer shall collect monies for the Young Woman Representative (YWR) Fund. A contribution of (spell out) (\$) per member in each society is suggested.
4. *(If your zone sponsors a Teen Representative, a separate standing rule is needed similar to #2.)*
5. *(If your zone collects monies for a Teen Representative, a standing rule is needed similar to #3.)*
6. *(List other standing rules your zone may have.)*
7. *(The last standing rule should always be...)* Standing Rules may be amended by a majority vote at a fall rally without previous notice.

RALLY GUIDELINES *(may be inserted such as...)*

Responsibilities of the host society at a fall rally:

- a. Registration and offering;
- b. Rally program; *(if this is done by the Zone EC, delete this duty here)*
- c. Report attendance and offering at the business meeting; and
- d. Secure housing (if necessary) for guest speaker or District representative.

Suggested agenda for rally:

- Call to order
- Opening devotion
- Welcome of guests and clergy
- Roll call
- Appointment of committees (Minutes, Tellers, Registration
[Will have been appointed, but state their names])
- Approval of minutes of previous rally
(Minutes could have been mailed to each society for review prior to the meeting. Minutes Review Committee of the previous rally should have approved them, thus eliminating the necessity of reading them at the rally.)
- Correspondence
- Treasurer's Report and Financial Review
- Committee reports including Nominating Committee and the Registration Committee
- Election of officers and LWML convention delegate, if President is not the delegate
- Unfinished Business
- New Business
- Reports of zone officers, LWML RMD representative(s) and LWML convention delegate
- Closing devotion
- Installation of officers
- Adjournment