



Serve the Lord with Gladness... Psalm 100:2

LWML FLORIDA-GEORGIA DISTRICT BYLAWS

TABLE OF CONTENTS

ARTICLE I	NAME	5
ARTICLE II	OBJECT	5
ARTICLE III	STRUCTURE	5
ARTICLE IV	MEMBERS.....	6
	SECTION 1 Groups.....	6
	SECTION 2 Individuals.....	6
ARTICLE V	DISTRICT CONVENTION.....	7
	SECTION 1 Timing	7
	SECTION 2 Emergency	7
	SECTION 3 Delegates	7
	SECTION 4 Board of Directors.....	7
	SECTION 5 Past District Presidents	8
	SECTION 6 Proxy Votes Prohibited	8
	SECTION 7 Quorum.....	8
ARTICLE VI	ELECTED OFFICERS AND VACANCIES.....	8
	SECTION 1 List of Officers	8
	SECTION 2 Terms	8
	SECTION 3 Election Groups.....	8
	SECTION 4 Vacancies	9
	SECTION 5 Unexpired Terms	9
	SECTION 6 Assumption of Duties.....	9
	SECTION 7 Materials Transfers	9
	SECTION 8 Removal from Office.....	9
ARTICLE VII	NOMINATIONS AND ELECTIONS	10
	SECTION 1 General Information	10
	SECTION 2 Slate of Officers.....	10
	SECTION 3 Nominations from the Floor	10
	SECTION 4 Candidates	11
	SECTION 5 Majority Vote	11
ARTICLE VIII	DUTIES OF OFFICERS	11
	SECTION 1 President.....	11

SECTION 2 VP Communications.....	12
SECTION 3 VP Mission Grants.....	12
SECTION 4 VP Mission Service	13
SECTION 5 VP Spiritual Growth.....	13
SECTION 6 Recording Secretary.....	13
SECTION 7 Treasurer.....	14
SECTION 8 Financial Secretary.....	14
ARTICLE IX APPOINTED OFFICERS	15
SECTION 1 General Information	15
SECTION 2 Meeting Manager	15
SECTION 3 Membership Resources Chairman.....	15
SECTION 4 Scholarship Chairman	16
SECTION 5 Structure Chairman.....	16
SECTION 6 Young Woman Developer	17
ARTICLE X SPECIAL APPOINTED PERSONNEL	17
SECTION 1 General Information	17
SECTION 2 Archivist	18
SECTION 3 <i>Evangel</i> Editor.....	18
SECTION 4 Event Host Committee Chairmen	18
SECTION 5 Mission Trip Coordinator	18
SECTION 6 Properties Manager	19
SECTION 7 Registrar.....	19
SECTION 8 Web Master	19
ARTICLE XI ZONE PRESIDENTS / CHAIRMEN.....	19
ARTICLE XII MEETINGS	20
SECTION 1 District Board of Directors	20
SECTION 2 Executive Committee.....	21
SECTION 3 Voting by Mail, by Telephone, or by Electronic Messaging.....	21
SECTION 4 Electronic Meeting Procedures	21
ARTICLE XIII BOARD OF DIRECTORS	22
SECTION 1 General Information	22
SECTION 2 Duties.....	22

ARTICLE XIV	EXECUTIVE COMMITTEE	23
	SECTION 1 General Information	23
	SECTION 2 Duties	23
ARTICLE XV	PASTORAL COUNSELORS.....	24
	SECTION 1 General Information	24
	SECTION 2 Duties	24
ARTICLE XVI	DEPARTMENTS AND COMMITTEES.....	24
	SECTION 1 General Information	24
	SECTION 2 Communications Department	25
	SECTION 3 Mission Grants Department	26
	SECTION 4 Mission Service Department.....	27
	SECTION 5 Spiritual Growth Department	27
	SECTION 6 Finance Committee.....	28
	SECTION 7 Structure Committee	28
ARTICLE XVII	GRANTS	29
	SECTION 1 Requests.....	29
	SECTION 2 Approval.....	29
	SECTION 3 Scholarships	29
	SECTION 4 Mission Grant Stipulations.....	30
	SECTION 5 Publication	30
	SECTION 6 Selection	30
	SECTION 7 Funds.....	30
	SECTION 8 Procedure.....	31
ARTICLE XVIII	FINANCES.....	31
	SECTION 1 Mites	31
	SECTION 2 Zones.....	31
	SECTION 3 Expenses	31
ARTICLE XIX	FISCAL PERIOD.....	32
ARTICLE XX	PARLIAMENTARY AUTHORITY.....	32
ARTICLE XXI	AMENDMENTS	32

LWML FL-GA DISTRICT BYLAWS

ARTICLE I NAME

The name of this organization shall be Lutheran Women's Missionary League Florida-Georgia District (hereinafter referred to as District), a subordinate organization of the Lutheran Women's Missionary League. The Lutheran Women's Missionary League (hereinafter referred to as LWML) is an integrated auxiliary of The Lutheran Church-Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II OBJECT

As an auxiliary of the LCMS, the object of this District shall be:

- A. to develop and maintain a greater mission consciousness among the women of the District through mission education, mission inspiration, and mission service;
- B. to gather funds for mission grants directly sponsored or approved by the LWML and for District mission grants, especially those for which no adequate provision has been made in the budgets of the District or LCMS.

ARTICLE III STRUCTURE

- A. The District is composed of individual women and women's societies within congregations of the LCMS Florida-Georgia District, on campuses, in resident homes, or in other settings.
- B. The District shall be divided into groups for the purpose of representation at LWML Conventions and District Conventions. These groups shall be known as Zones. Zones shall conform to the LCMS district circuit lines where possible.
- C. Structuring of a new Zone shall be voted upon by the District Board of Directors and ratified at the next District Convention.
- D. Each Zone shall be allowed one (1) accredited delegate to the LWML Convention and the District Convention for ten (10) or fewer Units, and one (1) additional delegate for each ten (10) additional Units or major fraction thereof. Delegates are to be selected according to Zone bylaws.

- E. Each Zone shall promote Christian fellowship and further educational and inspirational objectives of the LWML.
- F. Zones shall not support monetary grants other than District grants and LWML grants.
- G. Expenses within the Zone shall be paid as provided in the Zone bylaws.
- H. Each Zone shall write its own bylaws to conform to the District. The District Structure Committee shall submit the bylaws and any subsequent proposed amendments to the District Structure Committee Chairman for approval before being presented to the Zone membership for adoption.

ARTICLE IV MEMBERS

SECTION 1 Groups

- A. The District shall consist of women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings. Applications for membership shall be submitted in writing to the District Executive Committee through the Membership Resources Chairman.
- B. Women who hold membership in an LCMS congregation may form a Society in a setting other than a congregation, a campus, or a resident home upon approval of the Executive Committee and the respective Zone Executive Committee.
- C. Each Unit shall consist of women of the local congregation who are communicant members and who participate in and promote the purposes and objects of the LWML.
- D. When a congregation has several groups affiliated with the LWML, they shall be considered one (1) Unit.
- E. Society and/or Unit membership shall be ratified at the next District Convention.

SECTION 2 Individuals

- A. Individual membership is available to a woman in an LCMS congregation with or without a Unit affiliated with the District. Individual membership is not considered a Unit.
- B. An individual member may hold a Zone or District office and, in such capacity, serve as delegate at District or LWML Conventions.

ARTICLE V DISTRICT CONVENTION

SECTION 1 Timing

The District shall hold conventions biennially, in even-numbered years, at a time and place determined by the convention or by the District Board of Directors.

SECTION 2 Emergency

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the Executive Committee shall have the authority to determine whether the convention shall or shall not be held. A two-thirds (2/3) vote of the Executive Committee shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedures for conducting the routine convention business.

SECTION 3 Delegates

- A. Each Unit within the District shall be allowed two (2) delegates to the convention.
- B. Each delegate shall have an alternate.
- C. The names of the delegates and alternates shall be delivered to the District Recording Secretary at least four (4) weeks prior to the convention.
- D. In the event a delegate is unable to fulfill her responsibilities, her alternate shall be certified as the delegate by the Credentials Chairman upon presentation by the Zone President.
- E. In the event neither the delegate nor alternate is able to fulfill her responsibilities, the Zone President may present a member of the same Unit to the Credentials Chairman to be certified as the delegate.

SECTION 4 Board of Directors

- A. Elected officers and Zone Presidents shall be the District Board of Directors members with convention voting privileges.
- B. A Zone President shall not serve as a Society delegate.

SECTION 5 Past District Presidents

Past District Presidents may attend the convention, at their own expense, with voice and vote, provided they are current members of the LWML FL-GA District.

SECTION 6 Proxy Votes Prohibited

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

SECTION 7 Quorum

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

ARTICLE VI ELECTED OFFICERS AND VACANCIES

SECTION 1 List of Officers

The elected officers shall be President, VP Communications, VP Mission Grants, VP Mission Service, and Vice President for Spiritual Growth, Recording Secretary, Financial Secretary, and Treasurer.

SECTION 2 Terms

The officers shall be elected by ballot at the District Convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for reelection to the same office.

SECTION 3 Election Groups

- A. The President, VP Mission Grants, VP Spiritual Growth, and Financial Secretary shall be elected at one (1) convention.
- B. The VP Communications, VP Mission Service, Recording Secretary, and Treasurer shall be elected at the following convention.

SECTION 4 Vacancies

In the event a vacancy should occur:

- A. in the office of President, the Board of Directors shall fill the vacancy pursuant to Article XIII, Section 2, F. The election shall be by ballot vote. 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 of Directors within thirty (30) days of the vacancy in the office of President, a special meeting shall be called by the VP Communications within thirty (30) days of such vacancy for the express purpose of electing a new President pursuant to Article VIII Section 4, E;
- B. in any other elective position, the Executive Committee pursuant to Article XIV, Section 2, G shall fill such vacancy.

SECTION 5 Unexpired Terms

Any officer who has filled an unexpired term in an elected office shall be eligible for election to the same office.

SECTION 6 Assumption of Duties

Elected officers shall assume their duties at the close of the convention.

SECTION 7 Materials Transfers

The retiring financial officers shall, within sixty (60) days following the convention, deliver to their successors all materials and funds pertaining to their office. All other officers shall, within thirty (30) days following the convention, deliver to their successors all materials pertaining to their office.

SECTION 8 Removal from Office

Any officer may be removed from office prior to the expiration of her term of office by the Board of Directors with a three-fourths (3/4) vote of all members of the Board; provided that the members of the Board (including the individual officer involved) be notified at least two (2) days prior to the Board meeting in the event any such action is

contemplated and the individual officer involved shall be afforded the opportunity to be heard at such meeting. *

*Missouri Law requires that this statement be included in the LWML Bylaws.

ARTICLE VII NOMINATIONS AND ELECTIONS

SECTION 1 General Information

- A. The voting assembly at each District Convention shall elect a Nominating Committee of three (3) members from a slate of five (5) candidates.
- B. The candidate receiving the highest number of votes shall be chairman, and shall:
 - 1. report to each regular meeting of the Board of Directors as a voting member, and to the District Convention as a non-voting member;
 - 2. prepare a report for the convention manual;
 - 3. perform other duties as set forth in the *Leaders Manual*.
- C. The candidate receiving the next highest number of votes shall fill a vacancy on the committee.

SECTION 2 Slate of Officers

The Nominating Committee shall:

- A. submit two (2) candidates for each office to be elected;
- B. submit two (2) candidates for Pastoral Counselor from the four (4) nominees elected by the Executive Committee (subject to approval by the LCMS District President);
- C. obtain written consent of all nominees to serve, if elected;
- D. submit to the *Evangel* a report to be published prior to the convention.

SECTION 3 Nominations from the Floor

- A. Nominations may be made from the convention floor, except Pastoral Counselors, provided the nominee meets all qualifications for office, is present, and has provided written consent to serve, if elected.
- B. Each candidate shall provide one copy of their LWML resume for each voting delegate.

SECTION 4 Candidates

- A. Candidates may be selected from names submitted by Societies, Zones, or individual members.
- B. Candidates for President shall have had at least four (4) years of LWML District experience as an elected member of the Executive Committee.
- C. Candidates for all other offices shall have had at least two (2) years of Zone or Society experience as an elected officer.

SECTION 5 Majority Vote

- A. A majority vote shall elect.
- B. 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.

ARTICLE VIII DUTIES OF OFFICERS

SECTION 1 President

The President shall:

- A. attend all LWML Presidents Assemblies, meetings, and conventions, and present a report of these to the District Board of Directors;
- B. preside at the District Convention and all meetings of the Executive Committee and Board of Directors;
- C. be responsible for the execution of all resolutions passed by the convention body, Executive Committee, and Board of Directors;
- D. be an ex-officio member of all committees, except the Nominating Committee;
- E. appoint chairmen of standing committees, special appointed personnel and special committees, as needed, subject to approval by the Executive Committee;
- F. be responsible for supervising the Archivist, Meeting Manager, Registrar, Structure Chairman and Zone Presidents/Chairmen;
- G. receive and approve vouchers for payment of legitimately incurred expenditures and forward approved vouchers to the Treasurer for issuance of checks;
- H. insure that the District insurance policy is current and active and includes required bonding coverage;
- I. present an oral and written report to the convention including a report of activities of the District Executive Committee;
- J. provide a report for the convention manual;

- K. approve the contents of the convention manual;
- L. perform other duties as set forth in the *Leaders Manual*.

SECTION 2 VP Communications

The VP Communications may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Communications Department;
- B. serve as Communications Committee Chairman, whose duties include:
 - 1. to disseminate information;
 - 2. to coordinate convention and retreat publicity;
 - 3. to prepare the convention manual;
 - 4. to coordinate participation by outside exhibitors for convention;
 - 5. to be responsible for displays at LCMS Conventions and other events with the approval of the Executive Committee;
- C. appoint members of the Communications Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District Executive Committee;
- E. in the event of a vacancy in the office of President where there is no regular meeting of the Board of Directors scheduled, the VP Communications shall call a special meeting of the BOD within thirty (30) days of the vacancy for the express purpose of electing a new President pursuant to Article VI, Section 4;
- F. provide a report for the convention manual;
- G. perform other duties as set forth in the *Leaders Manual*.

SECTION 3 VP Mission Grants

The VP Mission Grants may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Mission Grants Department;
- B. serve as Mission Grants Committee Chairman;
- C. appoint members of the Mission Grants Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District Executive Committee;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

SECTION 4 VP Mission Service

The VP Mission Service may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Mission Service Department;
- B. serve as Mission Service Committee Chairman;
- C. appoint members of the Mission Service Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District Executive Committee;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

SECTION 5 VP Spiritual Growth

The VP Spiritual Growth may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. be coordinator of the Spiritual Growth Department;
- B. serve as Spiritual Growth Committee Chairman;
- C. appoint members of the Spiritual Growth Committee, subject to approval by the Executive Committee;
- D. perform other duties as directed by the President with the approval of the District Executive Committee;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

SECTION 6 Recording Secretary

The Recording Secretary shall:

- A. keep an accurate record of the proceedings of District Conventions, Board of Directors meetings, and Executive Committee meetings;
- B. provide the LWML President, District President and each member of the District Board of Directors with a copy of all minutes of District Board of Directors meetings and conventions;
- C. provide the District President and each member of the District Executive Committee with a copy of all minutes of the District Executive Committee meetings;
- D. prepare and file in the minutes book a record of current regulations, listing all motions of continuing action adopted at conventions;

- E. serve as Credentials Chairman for the District;
- F. receive credentials from Zone Presidents prior to the District Convention;
- G. provide a report for the convention manual;
- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 7 Treasurer

The Treasurer shall:

- A. make authorized payment for expenses;
- B. prepare a report to be filed with the President and Recording Secretary at all meetings;
- C. submit books for financial review at the close of each biennium or upon request of the District Executive Committee;
- D. be bonded through the District insurance policy;
- E. prepare an operating budget for approval by the District Board of Directors, to be submitted to the District Convention;
- F. prepare a retreat and a convention budget;
- G. provide a report for the convention manual;
- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 8 Financial Secretary

The Financial Secretary shall:

- A. receive all funds, keep a record of them, and deposit them in a bank approved by the District Executive Committee;
- B. prepare a report to be filed with the President and Recording Secretary at all meetings;
- C. submit books for financial review at the close of each biennium or upon request of the District Executive Committee;
- D. be bonded through the District insurance policy;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

ARTICLE IX APPOINTED OFFICERS

SECTION 1 General Information

The appointed officers shall be Meeting Manager, Membership Resources Chairman, Scholarship Chairman, Structure Chairman, and Young Woman Developer, appointed by the President, and shall:

- A. serve a term of two (2) years and be eligible for one (1) reappointment, with the exception of the Scholarship Chairman who shall serve a term of four (4) years and be eligible for one (1) reappointment;
- B. report to each regular meeting of the Board of Directors, attending as a voting member, and to the convention as a nonvoting member.

SECTION 2 Meeting Manager

The Meeting Manager shall:

- A. be responsible to the President;
- B. serve as an advisory member of the Executive Committee;
- C. coordinate registration and housing for District Delegates to the LWML Convention and attend LWML conventions, at District expense, in the capacity of Meeting Manager, at the President's discretion.
- D. coordinate housing for the Executive Committee and Board of Directors at their respective meetings and arrange for airport pick-up when necessary;
- E. review potential convention and retreat sites and report to the Executive Committee and Board of Directors;
- F. serve as liaison with appointed Convention and Retreat Chairmen, with approved convention and retreat sites, and with program planning for each;
- G. provide a report for the convention manual;
- H. perform other duties as set forth in the *Leaders Manual*.

SECTION 3 Membership Resources Chairman

The Membership Resources Chairman shall:

- A. be responsible to the VP Communications;
- B. serve as Membership Resources Committee Chairman, whose duties include:
 - 1. prepare a directory of Society Officers, Zone Officers, Executive Committee and members of the Board of Directors;
 - 2. coordinate subscription orders, billing, and receipt of payments for the Lutheran Woman's Quarterly;

3. encourage churches with no LWML affiliation to form women's organizations for the purpose of District affiliation and facilitate the application process;
 4. collect required Society statistics each biennium for the President;
- C. provide a report for the convention manual;
- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 4 Scholarship Chairman

The Scholarship Chairman shall:

- A. be responsible to the VP Mission Grants and serve as a member of the Mission Grants Department;
- B. serve as Scholarship Committee Chairman, whose duties include:
 1. to solicit applications for scholarships;
 2. to oversee selection of recipients;
 3. to monitor compliance;
 4. to generate all necessary correspondence;
- C. provide a report for the convention manual;
- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 5 Structure Chairman

The Structure Chairman shall:

- A. be responsible to the President;
- B. serve as Structure Committee Chairman, whose duties include:
 1. to approve Zone and Society bylaws;
 2. to submit the required number of copies of proposed District bylaw amendments to the LWML Structure Chairman prior to presenting them to the District Board of Directors for approval;
 3. to coordinate, update, and publish District bylaws, job descriptions, guidelines, and procedures each biennium;
- C. serve as adviser on parliamentary procedure to the President, officers, and LWML members upon request;
- D. prepare ballots for the election of mission grants and officers at the District Convention and supervise the Tellers for each election;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

SECTION 6 Young Woman Developer

The Young Woman Developer shall:

- A. be responsible to the VP Spiritual Growth;
- B. serve as Young Woman Development Committee Chairman, whose duties include:
 - 1. to assist the District, Zones, and Societies to identify and meet the needs of young woman;
 - 2. to assist the District, Zones, and Societies to build Christ-centered relationships with young woman;
 - 3. to encourage young women to participate in the programs and activities of LWML;
- C. provide activities at District Conventions and Retreats for Zone Young Woman Representatives (YWRs);
- D. together with the Young Woman Development Committee select two (2) YWRs for LWML Convention;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

ARTICLE X SPECIAL APPOINTED PERSONNEL

SECTION 1 General Information

The special appointed personnel shall be Archivist, *Evangel* Editor, Event Host Committee Chairmen, Mission Trip Coordinator, Properties Manager, Registrar, and Web Master, appointed by the President, without a vote.

- A. Archivist, Properties Manager, and Registrar shall serve a term of two (2) years and be eligible for reappointment.
- B. *Evangel* Editor, Mission Trip Coordinator, and Webmaster shall serve a term of two (2) years and be eligible for one (1) consecutive reappointment.
- C. Event Host Committee Chairmen shall serve from their appointment to the conclusion of the event and attend Board of Directors' meetings during that time period.

SECTION 2 Archivist

The Archivist shall:

- A. be responsible to the President;
- B. gather and preserve records and other materials of historical significance in the LWML;
- C. maintain and keep a current inventory of District assets;
- D. provide a report for the convention manual;
- E. perform other duties as set forth in the *Leaders Manual*.

SECTION 3 *Evangel* Editor

The *Evangel* Editor shall:

- A. be responsible to the VP Communications;
- B. provide for the publication of the *Evangel* and forward a copy to the Web Master;
- C. have editorial privileges;
- D. provide a report for the convention manual;
- E. perform other duties as set forth in the *Leaders Manual*.

SECTION 4 Event Host Committee Chairmen

The Event Host Committee Chairmen shall:

- A. be responsible to the President and the Meeting Manager;
- B. serve as Chairman of the District Event Host Committee;
- C. provide a report for the convention manual;
- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 5 Mission Trip Coordinator

The Mission Trip Coordinator shall:

- A. be responsible to the VP of Spiritual Growth;
- B. seek out mission opportunities both domestic and foreign;
- C. recruit mission minded individuals;
- D. be a resource for procurement of financial support and supplies;
- E. perform other duties as set forth in the *Leaders Manual*.

SECTION 6 Properties Manager

The Properties Manager shall:

- A. be responsible to the President;
- B. Secure a safe and secure location for storage of District property;
- C. Transport such property as required for District events;
- D. Maintain a record of all District property and its location.

SECTION 7 Registrar

The Registrar shall:

- A. be responsible to the President;
- B. receive and process registration forms for District Convention and Retreat;
- C. provide updated Registration Report during the District Convention and Retreat;
- D. perform other duties as set forth in the *Leaders Manual*.

SECTION 8 Web Master

The Web Master shall:

- A. be responsible to the VP Communications;
- B. provide for the design and maintenance of the Website;
- C. have editorial privileges;
- D. distribute *Evangel* to all subscribers and post on the website;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

ARTICLE XI ZONE PRESIDENTS / CHAIRMEN

The Zone Presidents/Chairmen shall:

- A. serve at the discretion of their respective zone;
- B. attend all meetings of the District Board of Directors, and if unable to attend, she, or her zone officers, may appoint any zone member to attend as an alternate with voice and vote;
- C. be responsible to the President;

- D. submit the mandated Zone Presidents Report form to the President by the deadline set by the President;
- E. serve as liaison between the District and Zone, disseminating information provided by the District to zone and unit officers and informing the President and VP Communications of rally dates and locations as early as possible;
- F. ensure that zone officers and/or host units complete required Zone Rally Financial Statements and remit to the Financial Secretary along with a check made payable to the LWML FL-GA District. (Rally registration overage plus ninety (90) percent of the rally offering is to be remitted to District for the LWML Convention Fund);
- G. attend the LWML Convention, at district expense, as a voting delegate representing their respective Zone;
- H. provide the District President with the name and addresses of the Zone Alternate Delegate to the LWML Convention in the event that the Zone President/Chairman is unable to attend;
- I. perform other duties as set forth in the *Leaders Manual*.

ARTICLE XII MEETINGS

SECTION 1 District Board of Directors

The District Board of Directors shall:

- A. hold semi-annual meetings, the time and place to be determined by the President with the approval of the Board of Directors;
- B. hold special meetings if called by the Executive Committee or upon written request of seven (7) voting members of the Board of Directors;
- C. consider a majority of the voting members of the District Board of Directors present at a meeting to constitute a quorum;
- D. In case of emergency or time sensitivity as determined by the President with the approval of the Board of Directors, be authorized to take action by mail, by telephone, or by electronic messaging using procedures set forth in Section 3 below;
- E. Be authorized to meet by electronic means as determined by the President with the approval of the Executive Committee using the procedures set forth in Section 4 below.

SECTION 2 Executive Committee

The District Executive Committee shall:

- A. hold regular meetings three (3) times per year, the time and place to be determined by the President or by a majority vote of the Executive Committee;
- B. hold special meetings of the District Executive Committee if called by the President or upon written request of three (3) members of the Executive Committee;
- C. consider a majority of the voting members of the District Executive Committee present at a meeting to constitute a quorum.
- D. In case of emergency or time sensitivity as determined by the President with the approval of the Executive Committee, be authorized to take action by mail, by telephone, or by electronic messaging using the procedures set forth in Section 3 below;
- E. Be authorized to meet by electronic means as determined by the President with the approval of the Executive Committee using the procedures set forth in Section 4 below.

SECTION 3 Voting by Mail, by Telephone, or by Electronic Messaging

- A. In case of emergency or time sensitivity as determined by the President or Vice President presiding over a department or committee, voting by mail, by telephone, or by electronic messaging may be utilized by the District Board of Directors, Executive Committee, or any of the District's departments and their committees with the approval of the department or committee.
- B. The issue for vote shall be sent to the board or committee members with clear indication of when the voting will close and to whom the responses should be sent.
- C. The board or committee members responding to the voting by mail, by telephone, or by electronic messaging shall constitute a quorum.
- D. Final voting results shall be sent to all members of the board or committee.
- E. All communications regarding the vote shall be filed with the Recording Secretary or committee secretary along with a summary of the voting.

SECTION 4 Electronic Meeting Procedures

- A. The President or chair of the committee proposing to meet by electronic means shall request an electronic meeting date from the V P Communications or other

designated electronic meeting facilitator and, when ascertained, shall notify the board or committee of the date, time, and access information for the meeting at least two weeks prior to the proposed electronic meeting date.

- B. Any documentation or resolutions for presentation at the electronic meeting shall be sent to the V P Communications or facilitator for the electronic meeting, the President or chair of the committee meeting, the secretary for the meeting, and other board or committee members at least one week prior to the meeting to allow sufficient time for review.
- C. The board or committee members attending the meeting via electronic means or telephone shall constitute a quorum.
- D. The V P Communications or meeting facilitator shall explain to meeting attendees how to request speaking time, make motions, and view submitted documents and assist with accessing the electronic meeting.
- E. Minutes of the electronic meeting shall be recorded and distribute in the same manner as regular meetings.

ARTICLE XIII BOARD OF DIRECTORS

SECTION 1 General Information

- A. The District Board of Directors shall be the elected officers, appointed officers, Zone
- B. Presidents, and the Chairman of the Nominating Committee. The District Pastoral Counselors shall be advisory members. The immediate past President shall be an honorary member for one (1) year.
- C. No voting member shall vote in more than one (1) capacity.
- D. When a Zone President is unable to attend a Board of Directors meeting or convention, the Zone Vice President or any zone member may be authorized by the Zone President or Zone officers to attend as the Zone alternate. She shall have the privilege of voice and vote.

SECTION 2 Duties

The Board of Directors shall:

- A. approve programs which require financial support from the District;
- B. carry out the business of the District as directed by the District Convention;
- C. determine the place of the District Convention when such selection has not been made at a previous convention;

- D. consider recommendations and resolutions of the Executive Committee;
- E. elect a President from the eligible Vice Presidents in the event a vacancy should occur in the office of President pursuant to Article VI Section 4, A.

ARTICLE XIV EXECUTIVE COMMITTEE

SECTION 1 General Information

The Executive Committee shall be composed of all elected District officers. The Meeting Manager and the District Pastoral Counselors shall serve in an advisory capacity. The immediate past President shall be an honorary member for one (1) year.

SECTION 2 Duties

The Executive Committee shall:

- A. transact the necessary business between meetings of the District Board of Directors;
- B. promote the objectives of the LWML within the District and initiate programs to meet the needs of the members;
- C. plan and supervise the program of the District Convention and approve the convention budget;
- D. determine the amounts of insurance coverage and
- E. arrange for insurance coverage including dishonesty policy for the President and financial officers;
- F. approve the financial institution for the deposit of funds;
- G. fill vacancies occurring in elected or appointed offices, except in the office of the President;
- H. approve officer and committee appointments;
- I. receive and take appropriate action on Society membership applications;
- J. consider and approve mission grant requests for presentation to the District Convention;
- K. consider and approve mission grant requests for submission to the LWML Convention.

ARTICLE XV PASTORAL COUNSELORS

SECTION 1 General Information

- A. The Counselors of the District shall be two (2) pastors of the LCMS.
- B. The District shall elect one (1) Pastoral Counselor at each biennial Convention from a list of names approved by the President of the LCMS Florida-Georgia District. A nominee's permission shall be obtained prior to the election. Each Pastoral Counselor shall serve for a term of four (4) years and shall not be eligible to succeed himself.

SECTION 2 Duties

The Pastoral Counselors shall:

- A. serve the District in an advisory capacity;
- B. attend all District Conventions and meetings of the Board of Directors and Executive Committee at the expense of the District;
- C. attend the LWML Convention, at District expense, in the capacity of Pastoral Counselor in the year immediately following election to office;
- E. provide a report for the convention manual;
- F. perform other duties as set forth in the *Leaders Manual*.

ARTICLE XVI DEPARTMENTS AND COMMITTEES

SECTION 1 General Information

- A. The departments shall be Communications, Mission Grants, Mission Service, and Spiritual Growth, with a Vice President serving as coordinator of each department. The coordinator shall be an ex-officio member of the committees in the department.
- B. The standing committees shall be Communications, Finance, Membership Resources, Mission Grants, Mission Service, Scholarship, Spiritual Growth, Structure, and Young Woman Developer.

SECTION 2 Communications Department

A. The Communications Department

The Communications Department shall include the Communications Committee and Membership Resources Committee. The VP Communications shall be coordinator of the department.

B. The Communications Committee

The Communications Committee, composed of the VP Communications as chairman, *Evangel* Editor, Web Master and as many members as deemed necessary by the chairman shall:

1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. assist with duties assigned to the VP Communications as requested;
3. assist with duties assigned to the *Evangel* Editor as requested;
4. obtain copyright permission for the District;
5. oversee the maintenance and usage of the District Website;
6. oversee maintenance and usage of display board;
7. arrange for and coordinate exhibitors at District Conventions;
8. prepare, edit and publish the District Convention Manual.

C. The Membership Resources Committee

The Membership Resources Committee, composed of the Membership Resources Chairman and as many members as is deemed necessary by the chairman, shall:

1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. keep current lists of all District Societies and the names and addresses of Society officers;
3. keep a current list of all members of the Board of Directors and their addresses;
4. prepare a directory to be made available to the Board of Directors that includes names and addresses of officers and members of the Board of Directors;
5. receive orders from Societies and prepare the subscription orders for the Lutheran Woman's Quarterly;
6. send out subscription notices and receive payment from Societies for the Lutheran Woman's Quarterly subscription;

7. deposit payments received for subscriptions and notify the District Financial Secretary and Treasurer of those deposits;
8. encourage churches with no LWML affiliation, with the help of the Zone President, to form women's organizations for the purpose of District affiliation;
9. forward applications from women's organizations desiring District affiliation to the Executive Committee;

SECTION 3 Mission Grants Department

A. The Mission Grants Department shall include the Mission Grants Committee and the Scholarship Committee. The VP Mission Grants shall be coordinator of the department.

B. Mission Grants Committee

The Mission Grants Committee, composed of the VP Mission Grants as chairman and as many members as deemed necessary by the chairman, shall:

1. serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. provide materials and suggestions to encourage greater mission consciousness and active participation among the women of the District;
3. investigate, evaluate, select, and submit proposed mission grants to the Executive Committee for inclusion on the District Convention ballot;
4. prepare and send a report of the proposed mission grants to each Society in coordination with the VP Communications prior to the District Convention;
5. keep the District informed of the progress of adopted grants through the publication *Evangel*, and Mission Grant Display Board.

C. Scholarship Committee

The Scholarship Committee, composed of an appointed chairman who has been a prior Scholarship Committee member, the VP Mission Grants, a district pastor, and two (2) additional committee members, shall:

1. have its members serve for a term of four (4) years and be eligible for one (1) consecutive reappointment with the exception of the VP Mission Grants;
2. follow the Standing Rules of the Scholarship Committee for notifying, choosing, encouraging, monitoring, corresponding, and congratulating scholarship recipients;
3. adhere to all deadlines and other guidelines.

SECTION 4 Mission Service Department

A. The Mission Service Department shall include the Mission Service Committee. The VP Mission Service shall be the coordinator of the department.

B. Mission Service Committee

The Mission Service Committee, composed of the VP Mission Service as chairman and as many members as deemed necessary by the chairman, shall:

1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. alert members to opportunities and challenges for mission service in the church, community, and world;
3. encourage active participation and provide materials and suggestions for mission service programs.

SECTION 5 Spiritual Growth Department

A. The Spiritual Growth Department shall include the Spiritual Growth Committee and the Young Woman Development Committee. The VP Spiritual Growth shall be coordinator of the department.

B. Spiritual Growth Committee

The Spiritual Growth Committee, composed of the VP Spiritual Growth as chairman and as many members as deemed necessary by the chairman, shall:

1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. plan programs and provide materials to enable women of the church to grow spiritually;
3. encourage active participation in spiritual development programs;
4. be responsible for the planning and carrying out of the program for the District Retreat subject to approval by the Executive Committee;
5. oversee District resource center for conventions and retreats.

C. Young Woman Development Committee

The Young Woman Development Committee composed of the Young Woman Developer as chairman and as many members as deemed necessary by the chairman, shall:

1. have its members serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
2. be responsible for preparing an application form for young women who desire to become Young Woman Representatives;
3. distribute applications and guidelines and determine timely deadline dates for applications and selections;
4. select and submit to the District President, two (2) young women as District Representatives for the LWML Convention;
5. organize, plan, and implement all Young Woman Representative programs for District events;
6. assist the District, Zones, and Societies to plan and implement programs to meet the special needs of young women and to encourage their participation in the LWML.

SECTION 6 Finance Committee

The Finance Committee, composed of the Financial Secretary, Treasurer, Recording Secretary, and Meeting Manager shall:

- A. consider all financial matters that may arise in the District and present any recommendations to the Board of Directors;
- B. examine the proposed budgets, which have been prepared by the Treasurer, before submission to the Board of Directors for approval;
- C. count all convention and retreat offerings;

SECTION 7 Structure Committee

The Structure Committee, composed of the Structure Chairman and as many members as deemed necessary by the chairman, shall:

- A. serve for a term of two (2) years and be eligible for one (1) consecutive reappointment;
- B. study the bylaws of the District and submit to the Board of Directors for approval proposed amendments as deemed advisable;
- C. send the requested number of copies of proposed amendments to the LWML Structure Committee Chairman prior to presentation for adoption;
- D. prepare and send a report of any proposed changes of the bylaws to each society, in coordination with the VP Communications, prior to the District Convention;
- E. present District bylaws revisions and amendments to the convention for adoption;

- F. distribute copies of updated District bylaws following any District Convention in which changes were adopted;
- G. distribute updated copies of District job descriptions, guidelines and procedures following each District Convention;
- H. receive and examine Zone and Society bylaws and proposed amendments and approve those not in conflict with the bylaws of the District.

ARTICLE XVII GRANTS

SECTION 1 Requests

- A. Requests for mission grants shall be submitted to the VP Mission Grants at least one hundred eighty (180) days prior to the convention.
- B. Grant proposals may be submitted for consideration as District grants by individual members, Societies, Zones, District, and Boards of the LCMS;
- C. All requests must be submitted as follows:
 - 1. the requested number of copies of the proposed form signed by a local pastor or Zone Pastoral Counselor;
 - 2. the requested number of copies of the proposal written in resolution form.

SECTION 2 Approval

After the mission grants have been evaluated by the Mission Grants Committee, the proposals shall be submitted to the District Executive Committee for approval at least ninety (90) days prior to the District Convention.

SECTION 3 Scholarships

- A. Scholarships shall be an on-going project, included in the budget for grants each biennium, until such time that the adoption of a resolution ending the scholarship assistance is supported by the majority of the delegates at any convention.
- B. Scholarship grants shall include scholarships for pastoral students and other rostered church workers.

C. Scholarship grants shall be subject to the following stipulations:

1. The Mission Grants Committee shall recommend the amount of funding for each scholarship group, up to the cap set by the District Board of Directors.
2. Recommendations of the Scholarship Committee shall be submitted with the other proposed grants to the District Executive Committee for approval in accordance with the time limits of Section 2.

SECTION 4 Mission Grant Stipulations

The following stipulations shall be observed in the administration of the Mission Grants for funds:

- A. Except for scholarships, requests shall not be made for any grants that necessitate a permanent subsidy from the funds;
- B. Requests shall not be made for any grant requiring the District to borrow funds;
- C. Requests shall not be made to cover deficits or shortages in the District or LCMS treasuries;
- D. Responsibility of the District ceases after grants have been completed.

SECTION 5 Publication

Grants selected to be on the ballot at the District Convention shall be published prior to the convention in the *Evangel* or in a special convention mailing.

SECTION 6 Selection

Grants shall be selected by ballot at the District Convention.

SECTION 7 Funds

- A. Funds voted for a mission grant must be disbursed or put into use within the biennium in which they have been adopted unless the District Executive Committee grants an extension.
- B. Grant funds not used after a period of four (4) years from the time of adoption shall be reallocated.

SECTION 8 Procedure

- A. The VP Mission Grants must receive proposed grants for submission to LWML by the set deadline date in the year preceding the LWML Convention.
- B. Proposed grants shall be approved by the District Executive Committee prior to forwarding to LWML for consideration.
- C. Official guidelines shall be followed, and proper forms completed.

ARTICLE XVIII FINANCES

SECTION 1 Mites

- A. Voluntary mite offerings in Societies shall be gathered using the Mite Box or other means and shall be remitted to the District Financial Secretary monthly.
- B. The District Treasurer shall remit twenty-five (25) percent, or more, of all Mite Box offerings to the LWML monthly.

SECTION 2 Zones

- A. The Zones shall remit ninety (90) percent of voluntary rally offerings to the District Financial Secretary immediately following each rally for the LWML Convention Fund. The Zone shall retain ten (10) percent of the offerings for operational funds.
- B. Surplus funds from fees charged at Zone events shall be sent to the District Financial Secretary for the LWML Convention Fund.

SECTION 3 Expenses

Expenses of the District Officers, Zone Presidents, Pastoral Counselors, and committees shall be paid as voted by the Board of Directors. The specific limitations are stated in the Standing Rules as adopted by the District Executive Committee each biennium.

ARTICLE XIX FISCAL PERIOD

The fiscal year for the District shall be from July 1 to June 30, inclusive. The Financial Secretary and the Treasurer shall close their books on June 30 of even-numbered years and submit them for financial review at that time.

ARTICLE XX PARLIAMENTARY AUTHORITY

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

ARTICLE XXI AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) vote at any regular convention of the District, provided the proposed amendments have been approved by the District Board of Directors and the LWML Structure Committee, prior to presentation to the convention.
- B. Copies of proposed bylaw amendments shall be sent to each Society at least thirty (30) days prior to the convention for their study.
- C. By unanimous vote, a proposed amendment may be presented to the convention without previous notice.

Date of Original Bylaws: unknown

Date of last amendment to Bylaws: September 14, 2020