

STANDING RULES *(EC 02/2021)*
LWML Minnesota South Board of Directors

THE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

Board of Directors adopt a code of Ethics and Conflict of Interest Policy for the District LWML. *(BOD 11/2003)*

CRISIS MANAGEMENT

A crisis management plan will be part of the planning process for any and all LWML events. The chairman of the event or the President for the convention will complete a written plan for each event.

CONVENTION

Packet contents to be limited to LWML and LCMS materials. *(BOD 02/1998)*

We do not permit the selling of non-LWML materials at LWML functions, which carries throughout our District. Individuals who have tapes, materials, etc. need to work out an agreement with the vendor/displayer to sell through them. *(BOD 08/1997)*

Processing fee for District conventions is \$15. *(BOD 08/2001)*

The LWML Minnesota South District holds its biennial convention on a rotational basis, with host conference as follows:

Capitol Conference	2022, 2038	Minnetonka Conference	2030, 2046
Crow River Conference	2026, 2042	Owatonna Conference	2024, 2040
Lyndale Conference	2020, 2036	Southwest Conference	2032, 2048
Minneapolis Conference	2028, 2044	Whitewater Conference	2018, 2034

(BOD 08/2008) (Listed alpha order 2/2018)

The District extends a complete complimentary convention registration to the most recent past LWML President for two conventions following completion of term.

Mileage to the District pre-convention Board of Directors meeting shall be paid and vouchered as a non-convention expense. *(08/2005)*

MISSION GOAL

If the mission goal for a biennium has been met the mites in excess of the goal shall be applied toward the adopted mission goal for the following biennium.

MISSION GRANT APPLICATION CAP:

Mission Grants will have a cap limit of \$30,000.00. *(EC 4/2018)*

INDIVIDUAL MEMBER AS DELEGATE

An individual member may represent a unit or Zone as a delegate at Zone Board meetings or LWML conventions only when elected by a Unit Society or Zone Board. Unit Societies and Zones shall update their respective bylaws to facilitate the process. The bylaws shall be changed, reviewed, and adopted before the individual member's election. *(BOD 02/2013)*

SOCIETY DELEGATES

A Unit Society may send delegates to Zone Board meetings or LWML conventions only when holding a certificate of membership (charter) and having paid LWML Minnesota South District Equalization fees when due. *(BOD 02/2013)*

VOTING ZONE PRESIDENTS

The voting Zone President at an LWML Minnesota South District Convention shall be the Zone President who attended, represented, and voted at the February Board of Directors meeting. If a Zone President was represented at the February Board meeting by another officer without vote, the Zone President who attended the most recent past Board meeting shall be the voting Zone President at District convention. (Special exceptions and permission for a newly elected incoming Zone President to represent a Zone at District convention must be obtained from the LWML District Executive Committee.) The Zone shall be responsible only for the expenses of the voting Zone President at the district convention. *(EC 11/2011)*

YOUNG WOMEN REPRESENTATIVE

Young Women Representative applicants selected to attend a national LWML Convention and the following District Convention representing MN SO are to be paid from the treasury "General Fund". Payment shall not exceed the amount designated and approved by the Board of Directors. *(BOD 02/2007)*

CONVENTION BANNER: A maximum of \$120 for materials will be reimbursed for a convention banner.

(BOD 5/2017)

GUIDELINES FOR SENDING BOARD MEMBERS AND APPOINTED PERSONNEL NOT COVERED BY EQUALIZATION TO (national) LWML CONVENTION AND WORKSHOPS

The Treasurer will report at the fall Executive Committee or Board of Directors meetings in the even-numbered years the money available in the "General Fund" to send Board of Directors members not covered by Equalization to the national LWML Convention.

(Equalization covers the expenses of Zone Delegates and YWRs.) *(Revised EC 02/2021)*

Base amount of funding will be the same amount allowed for Delegates (except housing @ \$50.00).

Base amount is determined by the Treasurer and Financial Secretary and approved by the Executive Committee and may include transportation, housing, registration, and convention meals (alcoholic beverages not included). *(EC 02/2021)*

The available funds will be disbursed as follows:

The President (minus national LWML covered expenses) and ~~newly elected~~ Pastoral Counselor(s) shall receive funding for registration (including meals) housing and travel. *(Revised EC 02/2021)*

(Travel expenses will be paid according to available funds.) (\$50.00 per night allowed for housing/hotel.)

Newly elected officers will receive funding for the convention following their election to the Board of Directors in the amount of ½ of the Base amount. If unable to attend they may request funding for their third year of term from the Executive Committee.

The twenty-four (24) Zone Presidents shall receive cost of registration.

Appointed Personnel shall receive funding in the amount of \$200.00 once every four years. (Appointed Personnel are appointed for 2-year term but current practice is to continue serving during the term of president who appointed them.)

Elected Nominating Committee Chairman shall receive funding in the amount of \$200.00 once in her 2-year term. *(EC 02/2021)*

The chairman of the Young Women Committee will receive funding in the amount of \$300.00 each convention. *(EC 08/2018)*

The moneys allotted those who choose not to attend a national LWML convention will not be added to the portion of the others attending but revert back into the treasury.

The members holding more than one position on the board shall receive only the funding for the office with a vote. *(BOD 02/2011)*

Expenses for elected and appointed ~~Board of Director~~ personnel to attend national LWML Workshops will be considered and voted on at the time the Workshop is offered. *(BOD 08/2008) (Revised EC 02/2021)*

GUIDELINES FOR CONVENTION CONTRACT FEES

Suggested contract fees for conventions, retreats, and other LWML MN South District sponsored events shall be as follows:

Exhibitors pay: \$50 - \$100 per table/designated space

A \$15 non-refundable fee will be charged in case of cancellation.

Honorariums:

speakers – LWML representative, mission speakers, guest speakers, pastoral counselors: \$100 each

worship service proclaimer: \$150

worship service assistants: \$25 each

Bible study leader: \$100 - \$300

humorous interrupter: \$100 - \$300

photographer: \$50 - \$100

pages: \$25 - \$50 each

music - organist, choir director, song leader, pre-service music: \$100 - \$300 each

special entertainment – group of four or more (band or special group): \$25 - \$75 each

special entertainment – one to three people: \$50 - \$100 each

(EC 11/2020)

EXPENSES FOR DISTRICT EVENTS

Expenses for District events, such as Assembly of Leaders, Joyshops, Christian Life Retreat, will be covered as follows: Registration and mileage will be paid for the Committee of the event and those presenters required to attend. Other Board members are encouraged to attend at their expense.

INACTIVE SOCIETY

~~A society which is not meeting at the present time but not turned in their charter membership shall be considered an inactive society. *(04/1998)*~~

A society which has not paid the current year's equalization shall be considered an inactive society. *(Revised EC 11/2020)*

SPEAKERS LIST

The Speakers List is for Board use only. Do not reprint or pass out as we are responsible to keep this list legitimate. ~~Each Zone will set up their own guidelines and obtain Zone Pastoral Counselor approval when using speakers not on the LWML Speakers List. *(11/1995)*~~ If a zone is using a speaker not on the LWML Speaker List, the zone Pastoral Counselor and a district Pastoral Counselor must pre-approve the speaker. *(Revised EC 11/2020)*

MILEAGE

The mileage reimbursement for LWML Minnesota South District travel will be \$.30 per mile, with the rate to be reviewed, as needed, by the Board of Directors. *(BOD 08/2008)*

Mileage will be reimbursed for appointed officers attending Executive Committee or Board of Directors meetings when the President has specifically requested they attend. *(EC 11/2020)*

QUARTERLIES

~~Quarterlies will be available for subscription rate only. If no subscription is received from a society, one complimentary subscription per year will be sent to that society from the District. *(05/2000)* *(Revised 2/2018)*~~

PRESIDENT'S PIN

District purchase President's pin as a "traveling pin" for the current president and then she will receive a past-president's pin purchased by the Treasurer as a gift from the District when leaving office. *(02/2002)*

COUNSELOR'S PIN TIE TAC

~~District purchase four (4) Counselor Pins as 'traveling pins' for the District Counselors to wear during their term of office. These pins shall be passed on to each new counselor. *(02/2003)* A Counselor may choose to keep the pin if he so wishes. *(Revised 2014)*~~

District purchases an LWML tie tac for each District Counselor to wear during his term of office. *(Revised EC 11/2020)*

NAME BADGES

Reusable badges will be ordered for appointed officers. Lost badges shall be replaced at the officer's (appointed or elected) expense. *(EC 11/2020)*

MEMORIALS

Memorial gifts will be given for spouses and immediate family members of the Board of Directors. A \$10.00 memorial will be given to the Memorial and Bequest Fund upon the death of a Board of Director's member or immediate family member [parent, spouse, child *(EC 2/2018)*].

A \$20.00 memorial will be given to the LWML Memorials and Bequests Fund upon the death of a current or former LCMS-MN South District President. *(11/1995)*

PROCEDURES MANUALS

A Procedures Manual shall be kept for each officer and committee chairman. Each District Officer, Committee Chair, and the Pastor Advisor who sits on the Board of Directors shall maintain their Procedures Manual listing the duties of the office or committee. Each manual shall be submitted for review biennially as directed by the Procedures Manual Review Committee.

HOLDING MULTIPLE OFFICES

An elected district officer shall not serve as a Zone President or a District Convention Delegate during their term of office. *(EC 11/2020)*

REPRESENTATIVES TO SYNODIAL DISTRICT COMMITTEES

A member of the LWML MN South Board of Directors may not serve an appointment to a committee or organization of the LCMS MN South District during their term of office, unless approved by the LWML MN South Executive Committee. *(Revised EC 02/2021)*

INSURANCE

The District Insurance Policy is for bonding/liability and an accidental policy to cover board members traveling on business.

LWML MN SO DISTRICT STORE

Items sold in the LWML Minnesota South District Store directly associated with the mission and ministry of the LWML will be priced at the national LWML rate charged at the time of the order receipt.

Items of a personal flair and not directly associated with spiritual growth or the enhancement of society, zone, and district objectives will be priced including postage and handling fees at a percentage determined by the Executive Committee and Store Manager. *(BOD 08/2008)*

FINANCIAL REPORTS REVIEW COMMITTEE

The LWML District President shall appoint a Financial Reports Review Committee of two (2) or more members each biennium to review the Financial Secretary and Treasurer's reports. The committee shall review the Financial Reports before the Board of Directors or Executive Committee meeting and provide a report at the quarterly meeting. *(BOD 02/2012 revised EC 2/2018)*

THE GLADYS RUBIS ENDOWMENT FUND moneys received each year shall be designated for Mission Grants as the Financial Secretary receives the money. *(EC 02/2012)*

A SPECIAL PROJECTS FUND ACCOUNT shall be established with the March 2011 proceeds from a donated surrender of a Carol Radunz life insurance policy and money from the '99 national LWML Convention. Moneys and funds in the account will be used for projects benefitting the entire district. *(BOD 02/2012)*

SPECIAL APPEALS

Special appeals received by the President for donations must be LWML based and may be passed on to the district Board or membership at the discretion of the President. *(EC 11/2016)*

ELECTRONIC MESSAGING/ VOTING BY EMAIL :

The Board of Directors or the Executive Committee may conduct business by electronic messaging.

The President may conduct business via email with all actions being carefully controlled, transparent and recorded.

The following steps are to be followed when a vote is requested.

1. The group emails of bod@mnslwml.org or ec@mnslwml.org are only ones to be used.
2. The subject line must contain either BOARD ACTION or EC ACTION and the text must appear in the body and not as an attachment.
3. The issue at question must be concise and clear, not conversational. Be exact as to whether a yes or no vote is in favor or against. If an explanation is needed make sure it is separate of the question.
4. Use the 'Receipt Requested' feature of your software as an aid to determine who has opened the email.
5. Instruct the members to 'reply' and avoid using 'reply all' so that individuals' votes can be kept private. Members should not initiate a new message when voting.
6. Members must use a consistent response per the email, i.e. YES or NO or SUPPORT or NOT SUPPORTED. Comments can be made but their vote must be clear.
7. The date and time of the voting deadline should be stated allowing 3 – 5 business days. Phone calls or others means may be used to ensure a member knows of the pending vote.
8. When the majority vote for BOD or quorum for EC is met an email to the full group with the subject line of BOARD ACTION OUTCOME will be sent stating the number of yes or no votes and whether the measure was passed.
9. Paper copies of the sent email and all replies must be kept on file. The email voting must be included in the business of following meeting and recorded in minutes.

(EC 4/2018)