



**Lutheran Women's
Missionary League**

Ohio District Bylaws

June 2018

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BYLAWS

ARTICLE I - NAME

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

ARTICLE II - OBJECT

The object of this organization shall be

- a. To develop and to maintain a greater mission consciousness among the women of the LWML Ohio District through MISSION EDUCATION, MISSION INSPIRATION, and MISSION SERVICE;
- b. to gather funds for mission grants;
- c. to foster and support the program of the LWML.

ARTICLE III - MEMBERS

- Section 1 Within the Ohio District LCMS, women's organizations within congregations of the LCMS on campuses, in resident homes, or in other settings shall be eligible for membership as societies.
- Section 2 A society that desires membership in LWML Ohio District shall
- a. secure the approval of its local congregation;
 - b. have expressed its desire to become a member of the LWML Ohio District by resolution;
 - c. secure from and submit to the LWML Ohio District President an application form completed by the local society president and approved by the pastor of the local congregation;
 - d. make the object of the LWML Ohio District its own.
- Section 3 Any woman in communicant membership with a congregation that has a women's society affiliated with the LWML and who supports the object of the LWML Ohio District shall be eligible for society membership.
- Section 4 Societies formed in a setting other than a congregation, a campus, or a resident home by women who hold communicant membership in an LCMS congregation shall be eligible for membership upon acceptance by the LWML Ohio District Executive Committee.
- Section 5 Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the national LWML. Application is made to the Executive Committee of the LWML Ohio District. Individual membership is not considered a society or a unit.

- Section 6 One (1) or more societies affiliated with the LWML within a congregation, on a campus, in a resident home, or in other single settings shall be considered one (1) unit. Each affiliated society, however, shall receive all informative material sent out by the LWML Ohio District.

ARTICLE IV - ZONE ORGANIZATION

- Section 1 Societies within a convenient geographical area shall be grouped into a zone under the supervision of the Executive Committee. The zones shall conform to the Ohio District LCMS circuit boundaries as closely as possible.

- Section 2 The purpose of the zone organization shall be
- a. to provide opportunity for Christian fellowship;
 - b. to promote the object of the LWML Ohio District and Lutheran Women's Missionary League (hereinafter referred to as LWML);
 - c. to provide representation at LWML conventions.

- Section 3 Each zone shall write its own bylaws provided there is no conflict with the bylaws of the LWML Ohio District. Four (4) copies of the bylaws and any subsequent proposed amendments shall be submitted to the LWML Ohio District Structure Committee Chairman for approval by the LWML Ohio District Structure Committee before being presented to the zone membership for adoption.

- Section 4 Each zone shall
- a. conduct at least one (1) event each year;
 - b. assist LWML Ohio District in implementing the LWML program in the zone;
 - c. receive freewill offerings and other contributions at the various zone activities for the purpose of paying all incidental expenses, including the expenses of the zone delegates to the LWML convention. All funds over and above the necessary expenses may be sent to the LWML Ohio District Financial Secretary;
 - d. send a copy of the minutes of the zone board and zone events to the LWML Ohio District President;
 - e. send a copy of the zone event program and minutes to the LWML Ohio District Archivist-Historian.

- Section 5 Zone representation at LWML conventions shall be determined as follows:
- a. One (1) delegate and one (1) alternate shall be elected from each zone having ten (10) or fewer units, and one (1) additional delegate and alternate for each additional ten (10) units or major fraction thereof.
 - b. The names and addresses of the delegates and alternates shall be presented to the LWML Ohio District President for certification by January 15 in the odd-numbered years.
 - c. A system of electing delegates shall be established by each zone so that each unit is represented in turn.
 - d. In the event that neither the certified delegate nor alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the LWML Ohio District President and presentation to the LWML Recording Secretary.

ARTICLE V - SOCIETY PARTICIPATION

The society shall

- a. conduct mission meetings devoted to the work of the LWML at least once a quarter and study the mission topic in the *Lutheran Woman's Quarterly* or a similar suitable topic;
- b. promote mission service in the congregation;
- c. distribute the official publication of the LWML, the *Lutheran Woman's Quarterly* and the Ohio District Edition (hereinafter referred to as *ODE*);
- d. collect mite box or other voluntary offerings at least once a quarter;
- e. forward contributions to the LWML Ohio District Financial Secretary at least once a quarter;
- f. elect delegates to the convention of the LWML Ohio District as provided for in Article VI Section 2, 3, and 4.

ARTICLE VI - CONVENTIONS AND REPRESENTATION

Section 1

- a. A convention shall be held biennially in the even-numbered years at a time and place determined by the convention or by the Executive Committee.
- b. Zones shall extend invitations for hosting district conventions. Invitations shall be sent to the LWML Ohio District President by January 1 in the even-numbered year, four (4) years before the proposed date of the convention.
- c. In the event that invitations are extended by two (2) or more zones, the convention shall select the host zone.
- d. Official notification of the time and place of the convention shall be made through the *ODE* of the *Lutheran Woman's Quarterly* at least six (6) months prior to the convention.
- e. Convention guidelines shall be reviewed and updated by the Vice President of Human Care and the convention Chairman after the most recent District Convention.

Section 2

- The members of the convention who shall have voice and vote therein shall be
- a. two (2) delegates elected by each unit and certified by the Zone President;
 - b. the voting members of the Board of Directors.

Section 3

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

Section 4

- a. Each elected delegate shall have an elected alternate.
- b. The names of the delegates and the alternates shall be presented to the Zone President for certification.
- c. The names of the certified delegates and alternates shall be in the hands of the LWML Ohio District Recording Secretary at least eight (8) weeks prior to the convention.
- d. In the event that neither the certified delegate nor alternate is able to serve, a member of the same unit may serve as delegate upon certification in writing by the LWML Zone President and presentation to the Convention Registrar

and the LWML Ohio District Recording Secretary.

Section 5 A majority of the registered voting body shall constitute a quorum.

Section 6 The LWML Ohio District Recording Secretary shall post the Minutes of the convention on the LWML Ohio District website and Zone Presidents shall provide copies upon request.

ARTICLE VII - OFFICERS AND ELECTIONS

Section 1 The elected officers shall be a President, a Vice President of Christian Life, a Vice President of Gospel Outreach, a Vice President of Human Care, a Vice President of Servant Resources, a Recording Secretary, a Financial Secretary, and a Treasurer.

Section 2

- a. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years or until their successors are duly elected, and shall be ineligible to be elected to serve consecutive terms in the same office.
- b. The President, the Vice President of Human Care, the Vice President of Servant Resources, and the Financial Secretary shall be elected in one convention. The Vice President of Christian Life, the Vice President of Gospel Outreach, the Recording Secretary, and the Treasurer shall be elected in the following convention. A majority vote shall elect. In the event that there are three (3) or more nominees for office and a majority vote has not been reached after two (2) ballots have been cast, the nominee with the lowest number of votes shall be removed from each successive ballot.
- c. Elected officers shall assume their duties at the close of the convention at which they are elected.
- d. The retiring financial officer shall, within sixty (60) days following the election, transfer to her successor all materials pertaining to her office and familiarize her successor with her duties. All other retiring officers shall, within sixty (60) days following the election, transfer to their successors all materials pertaining to their offices and familiarize their successors with their duties.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1 The President shall

- a. preside at conventions of the LWML Ohio District and at all meetings of the Executive Committee and the Board of Directors;
- b. be responsible for appointing standing committees, appointed officers, and special appointed personnel, with the approval of the Executive Committee;
- c. be an ex-officio member of all departments and committees except the Nominating Committee;
- d. be responsible for the execution of all resolutions passed by the convention, the Board of Directors, and the Executive Committee;
- e. appoint a Minutes Review Committee consisting of two (2) voting members for each meeting of the Board of Directors and three (3) voting members for each convention;
- f. be responsible for the preparation of the convention manual;

- g. present a report to the convention including activities of the Board of Directors;
- h. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of checks;
- i. present membership certificates to affiliating societies, assign the societies to their proper zones, and notify the respective Zone President;
- j. be a coordinator of the staff of the *ODE* of the *Lutheran Woman's Quarterly*;
- k. receive the names and addresses of the delegates and alternates to the LWML convention and forward them to the LWML Recording Secretary, according to LWML guidelines;
- l. represent the LWML Ohio District on the LWML Board of Directors and at the LWML convention. If she cannot attend, she shall send one of the vice presidents or one of the other elected officers of the LWML Ohio District as her representative who shall have voice but no vote.

Section 2

The Vice President of Christian Life may

- a. perform the duties of the office of the President in the absence or at the request of the President; and shall
- b. be coordinator of the Christian Life Department;
- c. be authorized to sign checks for the Treasurer in an emergency;
- d. present a report to the Executive Committee, Board of Directors, and each convention including department activities.

Section 3

The Vice President of Gospel Outreach may

- a. perform the duties of the office of the President in the absence or at the request of the President; and shall
- b. be coordinator of the Gospel Outreach Department;
- c. receive mission grant proposals for the LWML Ohio District ballot;
- d. chair the grant evaluation and selection meeting for the grants to be on the LWML Ohio District ballot;
- e. present to the Executive Committee for approval the grants chosen to be on the LWML Ohio District ballot;
- f. present an impartial presentation of the approved proposed grants to the convention;
- g. requisition grant funds, be responsible for the presentation of the grants, and monitor the progress of each adopted grant until completion;
- h. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted grant until completion;
- i. submit reports to the District members, via the *ODE*, on the progress of each adopted grant until completion;
- j. present a report to the convention including department activities.

Section 4

The Vice President of Human Care may

- a. perform the duties of the office of the President in the absence or at the request of the President; and shall
- b. in the event of an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors;
- c. be authorized to sign checks for the Financial Secretary in an emergency;

- d. be coordinator of the Human Care Department;
- e. be liaison of the LWML Ohio District Convention Host Committee. If the Executive Committee determines that she live too far from the host zone(s), the Executive Committee will designate another member of the Executive Committee to so serve
- f. present a report to the Executive Committee, Board of Directors, and each convention including department activities.
- g. Review and revise convention guidelines with the convention Chairman after the most recent District Convention.

Section 5 The Vice President of Servant Resources may

- a. perform the duties of the office of the President in the absence or at the request of the President; and shall
- b. be coordinator of the Servant Resources Department;
- c. maintain a Procedure Manual. The manual shall include guidelines and policies pertaining to the administration of the LWML Ohio District officers and committees, and it will be reviewed each biennium.
- d. present a report to the Executive Committee, Board of Directors, and each convention including department activities.

Section 6 The Financial Secretary shall

- a. receive all moneys and deposit them in a financial institution approved by the Executive Committee;
- b. keep an itemized account of all receipts;
- c. transfer to the Treasurer all moneys received;
- d. submit financial reports to the Executive Committee, the Board of Directors, and the conventions;
- e. submit records for financial review at the close of each fiscal biennium and at such other times as determined by the Executive Committee.

Section 7 The Recording Secretary shall

- a. record the proceedings of the convention and meetings of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors with a copy of the minutes of its meetings;
- c. provide each member of the Executive Committee with a copy of the minutes of its meetings;
- d. receive names of certified delegates and alternates at least eight (8) weeks prior to the convention;
- e. post Minutes of the convention and final news release on the LWML Ohio District website and provide copies upon request;
- f. record action of business conducted by mail or electronic messaging and make a report of such action in the next Executive Committee meeting;
- g. be responsible for mailing the ballots for the purpose of filling the vacancy in the office of the President. Ballots shall be mailed to the Board of Directors;
- h. be responsible for receiving the vacancy election ballots and calling a meeting of the tellers to tally them. The tellers shall be the Recording Secretary, Financial Secretary, and Treasurer, with the Parliamentarian as advisor;

- i. Submit biennial reports to the Executive Committee, Board of Directors, and each convention.

Section 8

The Treasurer shall

- a. receive all funds from the Financial Secretary and deposit them in a financial institution approved by the Executive Committee;
- b. keep an itemized account of all receipts and disbursements;
- c. make authorized payments for expenses on presentation of voucher signed by the President;
- d. make payments to adopted mission grants at the direction of the Vice President of Gospel Outreach;
- e. remit to the LWML no less than twenty-five percent (25%) of the mission offerings received from the member societies within the LWML Ohio District;
- f. submit financial reports to the Executive Committee, Board of Directors, and the conventions;
- g. be responsible for the preparation of the LWML Ohio District Budget;
- h. submit records for financial review at the close of each fiscal biennium and at such other times as determined by the Executive Committee;
- i. make all payments by check promptly after receipt of bill or disbursement voucher.
- j. work with the convention cost analyst and treasurer by:
 - 1) meeting with convention cost analyst to review the budget;
 - 2) oversee the convention budget by reviewing and verifying the accuracy of the financial reports from the convention treasurer;
 - 3) work with the convention treasurer to establish and monitor security practices and money handling.

ARTICLE IX - NOMINATIONS

Section 1

A Nominating Committee of five (5) members shall be elected by ballot at each convention from a slate of nine (9) candidates from as many zones. A member is not eligible to serve consecutive terms. Plurality vote shall elect.

- a. The candidate receiving the highest number of votes shall be the chairman.
- b. The chairman shall attend the Board of Directors meetings at the request of the President.
- c. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

Section 2

The Nominating Committee shall

- a. Submit names of at least two (2) nominees, if possible, for each elective office to be filled;
- b. select nominees who are members of LWML and have served in a leadership capacity at the zone level;
- c. select candidates for President who have served as a member of the Board of Directors;
- d. submit names of nine (9) candidates for the Nominating Committee;
- e. select two (2) candidates for Pastoral Counselor from the nominees selected by the Board of Directors see Article XIV, Section 2, for the process of nominating Pastoral Counselors);

- f. obtain written consent of all nominees to serve, if elected;
- g. publish the report of the Nominating Committee, including a resume of each nominee in the *ODE* of the *Lutheran Woman's Quarterly* issued prior to the convention;
- h. prepare printed ballots with the names of the nominees listed in alphabetical order.

Section 3

- a. Any member may suggest names for nominations for elected office and shall do so by submitting completed nomination and consent forms to the chairman of the Nominating Committee by the date designated by the Nominating Committee.
- b. Nominations for elected officers may be made from the floor of the convention, provided written consent of the nominees has been secured and they meet the stipulated qualifications for office.

Section 4

The Nominating Committee shall present to the President names of persons qualified for appointive positions.

ARTICLE X - APPOINTED OFFICERS

Section 1

The appointed officer shall be the Public Relations Director, and she shall

- a. serve a term of two (2) years, or until their successors are appointed, and shall be eligible for reappointment;
- b. be members of LWML Ohio District;
- c. be advisory members of the Executive Committee;
- d. be voting members of the Board of Directors;
- e. be directly responsible to the President;
- f. submit a written report to each regular meeting of the Executive Committee, the Board of Directors, and the convention.

Section 2

The Public Relations Director shall

- a. be alert for news of the LWML Ohio District and make it known to the membership, the church-at-large, and the general public;
- b. serve in an advisory capacity to the LWML Ohio District in regard to public relations implications and the publicity and promotional possibilities of goals and actions;
- c. be coordinator of convention publicity
- d. encourage the appointment of a public relations director in each zone and assist these directors;
- e. coordinate efforts with that of the District Editor.

ARTICLE XI - SPECIAL APPOINTED PERSONNEL

- Section 1 The special appointed personnel shall be an Archivist-Historian, a Parliamentarian, a Secretary to the President, a Circulation Manager, the Webmaster, and the Editor of the *ODE* appointed by the President, and they shall
- a. serve for a term of two (2) years and shall be eligible for reappointment;
 - b. submit a written report to each regular meeting of the Board of Directors and the convention;
 - c. attend meetings in an advisory capacity at the request of the President
- Section 2 The Archivist-Historian shall
- a. be a member of LWML Ohio District;
 - b. compile a comprehensive history of the LWML Ohio District for the biennium;
 - c. prepare copies as required by the national LWML;
 - d. gather and preserve records and other materials of historical significance to the LWML Ohio District;
 - e. arrange historical display at the convention;
 - f. be responsible to the President.
- Section 3 The Parliamentarian shall
- a. serve as advisor on parliamentary procedure to the President, officers, and individual members upon request;
 - b. be an ex-officio member of the Structure Committee.
- Section 4 The Secretary to the President shall
- a. perform duties as defined by the President;
 - b. reside in close proximity to the President;
 - c. conduct such correspondence as may be requested by the President;
 - d. keep a list of member societies (grouped according to zones), their membership statistics, names and addresses of society and zone officers, district elected officers, appointed officers, and standing committee chairmen.
- Section 5 The Circulation Manager (see Article XVIII Section 4)
- Section 6. The Webmaster shall
- a. serve a term of two (2) years. Exceptions may be made at the discretion of the Executive Committee if special expertise is required;
 - b. promote the object of the LWML Ohio District and inform members of the activities of the LWML Ohio District, zones and units;
 - c. encourage use of the website;
 - d. maintain the website;
 - e. publish the convention closing news release as received from the Public Relations Director.
- Section 7. The Editor shall be responsible:
- a. for the publication of the *ODE* of the *Lutheran Women's Quarterly*;
 - b. for submitting a digital copy of the *ODE* to the Webmaster.

ARTICLE XII - BOARD OF DIRECTORS

Section 1

- a. The Board of Directors shall be the elected officers, Zone Presidents, Public Relations Director, and chairmen of standing committees. No member shall hold more than one voting position on the Board of Directors. The Pastoral Counselors and special appointed personnel shall be advisory members.
- b. When a Zone President is unable to attend a meeting of the Board of Directors or a convention, any elected zone officer shall be authorized to attend as the representative of the Zone President and shall have voice and vote. Notification of the representative's name and address shall be given to the District President.
- c. When a Standing Committee Chairman is unable to attend a meeting of the Board of Directors or a convention, any member of her committee shall be authorized to attend in place of the committee chairman and shall have voice and vote. Notification of the representative's name and address shall be given to the District President.

Section 2

- a. Regular meetings of the Board of Directors shall be held at least once a year.
- b. A pre-convention meeting shall be held at the convention site.
- c. Special meetings of the Board of Directors may be called by written request of nine (9) voting members of the Board of Directors. Time and place for holding such meetings shall be determined by the President with the approval of the Executive Committee.
- d. In case of emergency, action may be taken by mail, telephone, or electronic messaging.

Section 3

Representation from a majority of the Zone representatives shall constitute a quorum.

Section 4

The duties of the Board of Directors shall be

- a. to transact the business of the LWML Ohio District between conventions;
- b. to elect a President in the event of a vacancy occurring in that office, eligible candidates being the two (2) Vice Presidents who are serving in the third or fourth year of their terms of office,
 - 1) by a ballot vote; or
 - 2) by a mail ballot if there is no regularly scheduled meeting of the Board with thirty (30) days of the vacancy;
- c. to consider recommendations, resolutions, and special appeals for presentation to the convention;
- d. to carry out the business of the LWML Ohio District approved in convention;
- e. to select the host zone for the next convention;
- f. to select four (4) nominees, if possible, for Pastoral Counselor to be submitted to the Nominating Committee;
- g. to approve programs which require financial support from the zones;
- h. to consider recommendations and resolutions from the Executive Committee;
- i. to ratify membership of societies, units, and zones;
- j. to approve the LWML Ohio District Budget

ARTICLE XIII - EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be the elected officers. The Pastoral Counselors and the Public Relations Director shall be advisory members.

Section 2

- a. The Executive Committee shall meet at the call of the President. In case of an emergency, the Executive Committee may take action by mail, phone, e-mail, or fax.
- b. Special meetings of the Executive Committee may be called by written request of five (5) voting members of the Executive Committee.
- c. Five (5) voting members shall constitute a quorum.

Section 3 The duties of the Executive Committee shall be

- a. to transact the necessary business between meetings of the Board of Directors;
- b. to evaluate, promote, and coordinate the activity of the LWML Ohio District in relation to its object, and to initiate programs to meet the needs of the membership;
- c. to determine the date and the site of the convention;
- d. to plan and supervise the program of the convention and to approve the convention budget;
- e. to determine the amounts of the bonds of financial officers;
- f. to approve the financial institutions for deposit of funds;
- g. to arrange for insurance coverage for the benefit of the organization in such amount as the Executive Committee deems advisable;
- h. to fill vacancies occurring in elective offices, except in the office of President
- i. to approve appointed officers, appointed committee members, and special appointed personnel;
- j. to approve other committees and personnel as it deems necessary to promote the program and business of the LWML Ohio District;
- k. to receive and take appropriate action on the membership application of societies or units within congregations of the Ohio District LCMS.

Section 4 Any member of the Executive Committee may represent the LWML Ohio District at zone activities. The request for representation shall be made through the District President.

ARTICLE XIV - PASTORAL COUNSELORS

- Section 1 The Pastoral Counselors shall be two (2) pastors of the LCMS, presently serving in the parish ministry in the Ohio District LCMS, who have served as zone pastoral counselors. They shall serve a term of four (4) years and be ineligible to be elected to consecutive terms. One (1) pastoral counselor shall be elected at each convention.
- Section 2 The Pastoral Counselors shall be elected in the following manner.
The Nominating Committee shall
- a. obtain nominations for Pastoral Counselor from the Zone Presidents by October 31 of the even numbered year;
 - b. obtain the written consent of the nominees to serve, if elected;
 - c. submit names of nominees to the President of the Ohio District LCMS for approval;
 - d. submit the approved names to the Board of Directors who shall elect four (4) nominees, if possible, by plurality vote;
 - e. select two (2) candidates to be placed on the ballot from the elected nominees.
- Section 3 The Pastoral Counselors shall
- a. serve the LWML Ohio District in an advisory capacity;
 - b. attend the meetings of the Executive Committee, the Board of Directors, and the conventions as non-voting members.
- Section 4 The junior Pastoral Counselor shall attend the LWML Convention following his election. In the event that the junior Pastoral Counselor is unable to attend, the senior Pastoral Counselor shall attend.

ARTICLE XV - DEPARTMENTS AND STANDING COMMITTEES

- Section 1
- a. The departments shall be Christian Life, Gospel Outreach, Human Care, and Servant Resources 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 Christian Life, Human Care, Leader Development, Mission Grants, and Structure. Chairmen shall be appointed by the President and be voting members of the Board of Directors.
 - c. The standing committee members shall serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) reappointment. Exceptions may be made at the discretion of the Executive Committee if special expertise is required.
- Section 2 The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be the coordinator of the department. The Christian Life Committee, consisting of four (4) or more members, if possible, shall
- a. Provide materials to enable women of the church to grow spiritually;
 - b. be an available authority on Christian life resources that are accessible, especially items available through the LWML catalog;
 - c. develop and encourage enthusiasm and sustained interest in mite-giving on

- the part of units and zones;
- d. have one member (called “Mite Box supplier”) who shall be responsible for ordering and distributing Mite Boxes;
- e. have its chairman report to each regular meeting of the Board of Directors and to the convention.

Section 3 The Gospel Outreach Department shall include the Mission Grants Committee. The Vice President of Gospel Outreach shall be coordinator of the department. The Mission Grants Committee, consisting of three (3) members or more, if possible, shall

- a. investigate and evaluate all proposed mission grant proposals;
- b. select grants for the LWML Ohio District convention ballot to be submitted to the Executive Committee for approval;
- c. perform duties requested by the Vice President for Gospel Outreach;
- d. have its chairman report to each regular meeting of the Board of Directors and to the convention.

Section 4 The Human Care Department shall include the Human Care Committee. The Vice President of Human Care shall be the coordinator of the department. The Human Care Committee, consisting of three (3) members or more if possible, shall

- a. alert members to opportunities and challenges for mission service in the church, community, and world;
- b. encourage active participation and provide materials and suggestions for mission service programs;
- c. have its chairman report to each regular meeting of the Board of Directors and to the convention.

Section 5 The Servant Resources Department shall include the Leader Development Committee and the Structure Committee. The Vice President of Servant Resources shall be the coordinator of the department.

- a. The Leader Development Committee, consisting of three (3) members or more if possible, shall
 - 1) encourage and equip women to reach out in love;
 - 2) provide materials and training to enable each leaguer to increase skills for leadership in the LWML;
 - 3) create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase the membership within their units;
 - 4) direct and promote the Young Woman Representative Program;
 - 5) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- b. The Structure Committee, consisting of three (3) members or more if possible and the Parliamentarian as ex-officio member, shall
 - 1) study the bylaws of the LWML Ohio District and, with the approval of the Executive Committee, submit proposed amendments with the required number of copies to the LWML Structure Committee Chairman for approval;
 - 2) upon approval from the LWML Structure Committee, submit proposed amendments to the Board of Directors;
 - 3) submit proposed amendments to the convention;
 - 4) be responsible for printing the approved amended bylaws;

- 5) submit the required number of copies of the approved LWML Ohio District Bylaws amendments to the LWML Structure Committee Chairman;
- 6) Bylaws are available on the LWML Ohio District website. Hard Copies may be obtained by contacting the Vice President of Servant Resources;
- 7) receive and examine all zone bylaws and amendments and approve those not in conflict with the policies and object of LWML Ohio District;
- 8) have its chairman report to each regular meeting of the Board of Directors and to the convention.

- Section 6 Meetings:
- a. At least one (1) interdepartmental meeting shall be held during a biennium.
 - b. Department meetings may be called by the coordinator with the approval of the District President or the Executive Committee.
 - c. Committee meetings may be called by the chairman with the approval of the Department Coordinator and the District President or the Executive Committee.

ARTICLE XVI - SPECIAL COMMITTEES

Special committees may be established as the Executive Committee, the Board of Directors, or the LWML Ohio District deems necessary to carry on the work of the LWML. The assembly authorizing the committee shall determine the authority and the responsibility of the committee.

ARTICLE XVII - OFFICIAL PUBLICATION

- Section 1 The official publication of the LWML Ohio District shall be the *ODE*. It shall be published quarterly under the supervision of the President and the Senior Pastoral Counselor.

- Section 2 The purpose of the official publication shall be
- a. to promote the object of LWML Ohio District;
 - b. to inform members of the activities of LWML Ohio District, zones, and units.

- Section 3
- a. The subscription rate for the *Lutheran Woman's Quarterly*, determined by the Board of Directors of the LWML, shall be paid by LWML Ohio District according to the number of subscriptions ordered by each unit.
 - b. The subscription rate for the *ODE* shall be paid by LWML Ohio District.
 - c. Units shall be encouraged to send voluntary contributions over and above the Mite Box® offerings to the LWML Ohio District Financial Secretary to help defray the cost of the *Lutheran Woman's Quarterly* and the *ODE*.

ARTICLE XVIII - EDITORIAL STAFF

- Section 1 The staff of the *ODE* shall be appointed by the President with the approval of the Executive Committee, and shall consist of an Editor, the Senior Pastoral Counselor, and a Circulation Manager.
- Section 2 The Editor shall
- a. be responsible for the publication of the *ODE* under the supervision of the President and one (1) Pastoral Counselor;
 - b. appoint additional staff members as needed, with the approval of the Executive Committee;
 - c. have editorial privileges
- Section 3 The Senior Pastoral Counselor shall serve as adviser to the staff.
- Section 4 The Circulation Manager shall
- a. provide the LWML Office with the current subscription mailing list for the *Lutheran Woman's Quarterly*;
 - b. be responsible for the distribution of the *ODE* of the Lutheran Woman's Quarterly;
 - c. submit a written report to the Board of Directors, or, upon request, attend and report.
 - d. attend and report to the LWML Ohio District convention.

ARTICLE XIX - MISSION GRANTS

- Section 1
- a. Proposals for LWML Ohio District mission grants may be submitted by individual members, societies, units, zones, congregations, and boards or committees of the Ohio District LCMS. All proposals except those submitted by boards of the Ohio District LCMS shall be approved by the Executive Board of the Zone in which they originate.
 - b. In order to be considered, the required number of copies of the proposals for mission grants shall be submitted to the Vice President of Gospel Outreach, postmarked on or before October 31 of the year preceding the convention.
 - c. A copy of each proposal shall also be sent to the LWML Ohio District President.
 - d. The Vice President of Gospel Outreach shall then submit copies of these proposals to the President, Executive Director, and chairman of the Mission Board of the Ohio District LCMS for evaluation. After the evaluation has been made, the Mission Grants Committee shall select the mission grant proposals to appear on the ballot upon approval by the Executive Committee of the LWML Ohio District.
 - e. Zone Presidents or their appointees shall be responsible for investigating mission grant proposals from within their zones upon request of the Vice President of Gospel Outreach.
- Section 2
- a. Funds for grants that are not immediately needed but which have been approved by the LWML Ohio District convention shall be held in escrow by

the LWML Ohio District, until such time as the moneys are required for that grant. Such time of escrow shall not exceed two (2) fiscal biennium, the biennium in which the funds were voted upon and the one (1) following. The convention may extend the time for one (1) biennium in case of extenuating circumstances. The Vice President of Gospel Outreach shall be notified in advance of the need of moneys for approved grants from funds held in escrow by the LWML Ohio District.

- b. After grants have been completed, the responsibility of the LWML Ohio District ceases;
- c. Following the convention, prepare and include "Guidelines for Grant Recipients" to the grant administrator;
- d. Send check, receipt and receipt form along with letter to grant recipient; keep informed of progress of each project by interviewing staff, or visit with missionaries, or visit sites of grant recipients, or if feasible, keep district informed of progress by speaking engagements, written articles in the *ODE* and on the website. Send completion of grants in a biennium to the Archivist Historian for the archives.

- Section 3 LWML mission grant proposals coming from persons in the LWML Ohio District shall
- a. be submitted to the LWML Ohio District President by August 1 in the even-numbered years;
 - b. be approved by the Executive Committee in accordance with LWML Bylaws.

ARTICLE XX - RESOLUTIONS

- Section 1 Resolutions concerning matters other than mission grant proposals may be submitted for consideration to a convention by individual members, societies, units, or zones. Such resolutions shall be in triplicate form and shall be sent to the LWML Ohio District President at least three (3) months prior to the biennial convention.

- Section 2 Resolutions not received within the prescribed time may, by a two-thirds (2/3) vote of the Board of Directors be presented to the convention for consideration.

ARTICLE XXI - FINANCES

- Section 1
- a. Voluntary mite offerings in the unit shall be collected through mite boxes or other means at least four (4) times a year.
 - b. Such voluntary mite offerings shall be remitted to the LWML Ohio District Financial Secretary at least four (4) times a year.
 - c. The LWML Ohio District Treasurer shall remit twenty-five percent (25%) or more of such voluntary mite offerings to LWML at least four (4) times a year for approved mission grants and for the administration of the LWML.
 - d. The LWML Ohio District shall retain seventy-five percent (75%) or less of the mite offerings in its treasury for the approved LWML Ohio District grants and for the administration of LWML Ohio District.

- Section 2
- a. Bequests, honor/memorials and contributions toward established funds other

than LWML Ohio District mission grants shall be remitted to the LWML Ohio District Financial Secretary.

- b. Such bequests, honor/memorials and contributions toward established funds other than LWML Ohio District mission grants shall be transferred to the LWML Ohio District Treasurer for deposit in the LWML Ohio District treasury.
- c. Such funds shall be retained in the LWML Ohio District and, unless otherwise specified, shall be used for the purpose of the LWML Ohio District, i.e., approved grants and expenses incurred in the management of the LWML Ohio District.

Section 3 The expenses of meetings of the Executive Committee, Board of Directors, and departments as well as other routine administration expenses incurred in the management of the LWML Ohio District shall be paid from the LWML Ohio District treasury.

ARTICLE XXII - FISCAL YEAR

The fiscal year of the LWML Ohio District shall be from April 1 to March 31 inclusive. The financial officers of the LWML Ohio District shall adhere to these dates in closing their books.

ARTICLE XXIII - EMERGENCY ACTION

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 vote may be taken by mail, telephone or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedure for conducting the routine convention business. Such procedure shall be approved by the Board of Directors.

ARTICLE XXIV - PARLIAMENTARY AUTHORITY

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

ARTICLE XXV - AMENDMENTS

Section 1 These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the convention.

Section 2 Proposed bylaw amendments or revisions shall be

- a. presented to the Executive Committee for consideration;
- b. submitted in required number to the chairman of the LWML Structure Committee for review and approval by the committee;
- c. presented to the Board of Directors for consideration;

- d. published in the *ODE* in an issue previous to the convention;
- e. presented to the LWML Ohio District convention for consideration.

Section 3 By unanimous vote a proposed amendment may be presented to the convention without previous notice. A three-fourths (3/4) vote shall be required for adoption.

A complete revision of the LWML Ohio District Bylaws approved by:

International Bylaws Committee 12/28/85

LWML Ohio District Executive Board 1/4/86

LWML Ohio District Convention 6/24/86

Amended: 6/90, 6/92, 6/94, 6/96, 6/98, 6/00, 6/04, 6/06, 6/08, 6/10, 6/12, Edited: 2/95

Amended and edited: 6/02, 06/12; Approved by LWML: 7/12

Amended and edited: 6/18

STANDING RULES

1. The LWML Ohio District shall pay necessary expenses including transportation, registration, accommodation, and meals for LWML Ohio District personnel attending LWML functions at the request of the Executive Committee.
2. The LWML Ohio District shall pay necessary expenses including transportation, registration, accommodation, and meals for the LWML Ohio District President, Pastoral Counselor, and Young Woman representative(s) attending the national convention.
3. Transportation reimbursement shall be based upon the current LWML Ohio District mileage rate or lowest airfare, whichever is least expensive.
4. The offering received at the convention communion service shall be designated as a contribution to the mission goal of the LWML Ohio District.
5. A Procedures Manual ("Manual") shall be maintained by the Vice President of Servant Resources. The Manual shall include guidelines, policies and timelines pertaining to the administration of the District through its officers and committees. Each biennium, this Manual shall be reviewed and updated as necessary, with the approval of the Executive Committee.
6. The procedure for conducting electronic meetings and voting procedures of the Executive Committee and the Board of Directors will be included in the LWML Ohio District Manual.
7. Electronic signatures shall be accepted on all reports submitted for meetings by members of the Executive Committee and the Board of Directors.
8. The *ODE* may be downloaded at the LWML Ohio District website free of charge. The *ODE* may be e-mailed directly to those who request and provide an e-mail address to the Editor of the *ODE*.
9. The *Lutheran Women's Quarterly* is downloadable at www.lwml.org.
10. The LWML Ohio District shall pay early registration and ½ of the hotel room for the two newly elected vice presidents attending the National Convention.
11. Candidates for Pastoral Counselor shall include chaplains and active and retired pastors who are serving parishes and other ministries