

# **BYLAWS**

## **LUTHERAN WOMEN'S MISSIONARY LEAGUE NORTHERN ILLINOIS DISTRICT**

**“Serve the Lord with Gladness”**

*Psalm 100:2*

**Adopted September 2018**

**BYLAWS**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE**  
**NORTHERN ILLINOIS DISTRICT**

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## LUTHERAN WOMEN'S MISSIONARY LEAGUE

### NORTHERN ILLINOIS DISTRICT

## BYLAWS

### ARTICLE I. NAME

The name of the organization shall be the Lutheran Women's Missionary League, Northern Illinois District (hereinafter referred to as District LWML), The Lutheran Church-Missouri Synod (hereinafter referred to as LCMS)

### ARTICLE II. OBJECTIVES

#### Section 1.

- A. To develop and maintain a greater mission consciousness among the women of the LCMS by means of a threefold program:
  - 1. MISSION EDUCATION
  - 2. MISSION INSPIRATION
  - 3. MISSION SERVICE
  
- B. To gather funds for mission grants either directly sponsored or approved by the LCMS Northern Illinois District or LCMS boards, especially those for which no adequate provision has been made in their budgets.

#### Section 2.

The objectives and business of the District LWML shall be effected through its convention voting assembly, Executive Committee, Board of Directors, and authorized committees.

### ARTICLE III. MEMBERSHIP

#### Section 1. Requirements

- A. The membership shall consist of women's organizations within LCMS congregations, on campuses, in resident homes, or in other settings that have expressed their desire to join, have followed procedure laid down by these Bylaws, and have made the LWML objectives their own.
  
- B. Any woman who is a communicant member of a local LCMS congregation is eligible for membership.
  
- C. A woman in an LCMS congregation with or without a society affiliated with the District LWML may hold individual membership. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the LWML or District LWML level.
  
- D. Individuals or groups desiring LWML membership should make application to the District LWML Executive Committee.

## **Section 2. Units**

- A. The unit of membership shall be one (1) or more women's society within a congregation, on a campus, in a resident home, or in some other setting.
- B. Application for membership shall be made to the District LWML Executive Committee. Upon approval, the applicant society shall be considered one (1) unit.
- C. Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, campus, or resident home.

## **ARTICLE IV. ORGANIZATION**

### **Section 1. Guidance**

The District LWML shall function under the guidelines of the Northern Illinois District of LCMS.

### **Section 2.**

- A. Bylaws Authority
  - 1. The District LWML Bylaws shall conform to the name, objectives, membership, and representation at LWML conventions, parliamentary authority, and basic principles of the national LWML's Articles of Incorporation and Bylaws.
  - 2. The required number of copies of these Bylaws and proposed amendments thereto shall be submitted to the LWML Structure Committee for approval prior to the presentation to the District LWML for adoption.
- B. Amendments to Bylaws
  - 1. These Bylaws may be amended at the District LWML convention by a two-thirds (2/3) vote of the voting assembly present.
  - 2. Proposed amendments shall be presented to societies at least sixty (60) days prior to the convention at which the amendments are to be voted on.
  - 3. Alternatively, by unanimous vote, a proposed amendment may be presented to the convention without prior notice. A three-fourths (3/4) vote shall be required for adoption.
- C. Parliamentary Authority

The rules contained in the current edition of *ROBERTS RULES OF ORDER NEWLY REVISED* shall govern the proceedings of the District LWML in all cases to which they are applicable and in which they are consistent with these Bylaws, applicable law, and Christian principles.

### **Section 3. Zones**

The District LWML shall divide its societies into groups to be known as zones. Each zone shall:

- A. Conform to LCMS circuit identifying numbers and boundaries.
- B. Promote Christian fellowship and further the objectives of the LWML.  
(See Article II. Section 1. A. of these Bylaws)

- C. Elect delegates for the purpose of representation at LWML conventions in accordance with LWML Bylaws.
- D. Hold an annual spring rally/event for the purpose of election of zone officers and district representation (delegates and alternates), fellowship, promoting the objectives of LWML, and other business. Zone officers shall be elected, serving a term as detailed in their zone bylaws. The zone president shall be elected in either odd or even-numbered years depending on what their zone bylaws stipulate.
- E. Elect or appoint a Pastoral Counselor from a list of nominees who have given written consent to serve if elected or appointed and who have been reviewed by the District LWML Pastoral Counselor.
- F. Support only the monetary projects of the District LWML and LWML.
- G. Write its own bylaws, which shall conform to the District LWML Bylaws, and submit its bylaws and any subsequent proposed amendments in the required number of copies to the District LWML Structure Chairman for approval before presentation to the zone LWML membership for adoption.

## **ARTICLE V. DISTRICT CONVENTION AND REPRESENTATION**

### **Section 1. Convention Calendar**

- A. A district convention shall be held biennially at a time and place determined by the District LWML Executive Committee. (See Article XIV. Section 7. of these Bylaws)
- B. In the event of an emergency, a two-thirds (2/3) vote of the District LWML Executive Committee shall determine whether or not the convention shall be held. In the event a convention is not held, the District LWML Executive Committee shall be empowered to plan the procedure for conducting routine business.
- C. Special delegate meetings may be called by the District LWML President, with the approval of the District LWML Executive Committee.

### **Section 2. Delegates**

The voting assembly of the convention shall be:

- A. Two (2) accredited delegates from each unit of membership. If there is more than one (1) society within a congregation, on a campus, in a resident home, or in another single setting, those societies shall jointly determine how the delegates are elected. (See Article III. Section 2. A. of these Bylaws)
- B. The voting members of the Board of Directors. (See Article XII. Section 1. B.-C. of these Bylaws)
- C. Past presidents of the District LWML who are currently members of the District LWML.
- D. In the event the accredited delegate cannot serve, the alternate elected by the unit of membership or, in an emergency, accredited by the Corresponding Secretary shall serve.

**Section 3. Voting Guidelines**

- A. A majority of the registered voting assembly shall constitute a quorum.
- B. A member of the voting assembly shall vote in one (1) capacity only.
- C. Proxy votes are prohibited.

**ARTICLE VI. ELECTED OFFICERS AND ELECTIONS**

**Section 1. Officers**

Elected officers shall be:

- |  |                               |
|--|-------------------------------|
| President                                  | Recording Secretary           |
| Vice President of Christian Life           | Corresponding Secretary       |
| Vice President of Communications           | Treasurer                     |
| Vice President of Gospel Outreach          | Financial Secretary           |
| Vice President of Organizational Resources | Convention Chairman           |
| Vice President of Special Focus Ministries | Nominating Committee Chairman |

**Section 2. Elections**

- A. Requirements for Election to Office
  - 1. Candidates for office must have at least two (2) years of LWML membership at the local level, have held an office, and be currently active in their society.
  - 2. Candidates must provide written consent to serve if elected.
- B. Elected officers shall be elected at a District LWML 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.
- C. The Nominating Committee Chairman, who serves a two (2) year term, shall be elected at each biennial convention.
- D. Offices to be filled by election at alternating biennial conventions shall be grouped as follows:
  - 1. President, Vice President of Gospel Outreach, Vice President of Organizational Resources, Corresponding Secretary, and Treasurer.
  - 2. Vice President of Christian Life, Vice President of Communications, Vice President of Special Focus Ministries, Recording Secretary, Financial Secretary, and Convention Chairman.
- E. A majority vote of delegates present at the convention shall constitute election to office.
- F. When only one (1) candidate has been nominated for an office, a voice vote may be taken.
- G. In the event three (3) or more candidates for one (1) office have been nominated 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.

H. Nominations for office shall be determined in accordance with Article VIII of these Bylaws.

**Section 3. Assumption of Duties**

- A. Officers shall assume their duties at the close of the District LWML convention in which they are elected, with the exception of the Treasurer and the Financial Secretary, who shall assume their duties within sixty (60) days following the convention.
- B. Retiring officers shall, within thirty (30) days following the District LWML convention, deliver to their successors all materials pertaining to their office.

**Section 4. Vacancies**

- A. A vacancy that occurs in the office of the President shall be filled by the Board of Directors, which shall elect a replacement by ballot vote. Candidates eligible to fill the vacancy are any Vice President serving in the third or fourth year of her term in office.
- B. If no regular meeting of the Board is scheduled to take place within thirty (30) days after the vacancy in the office of the President, the Vice President of Organizational Resources will call a special meeting within the thirty (30) day period for the express purpose of electing a new President.
- C. A vacancy that occurs in any other elected position shall be filled by the Executive Committee.

**Section 5. Removal from Office**

- A. Any elected officer may be removed from office prior to the expiration of her term of office by the Executive Committee, meeting in executive session, by a vote of three-fourths (3/4) of all members of the Executive Committee.
- B. Members of the Executive Committee (including the individual officer involved) shall be notified at least ten (10) days prior to the meeting at which such action is contemplated.
- C. The individual officer involved shall be afforded the opportunity to be heard at such a meeting.

**ARTICLE VII. DUTIES OF ELECTED OFFICERS**

**Section 1. Privilege of the Vote**

All elected officers shall have the privilege of the vote at Executive Committee meetings, Board of Directors meetings, and District conventions. The Pastoral Counselors shall serve in an advisory capacity only.

**Section 2. President**

- A. Preside at all conventions of the District LWML, and at all meetings of its Executive Committee and Board of Directors.
- B. Serve as a member of the national LWML Board of Directors and, if unable to attend a Board meeting or convention, appoint an elected District LWML officer to represent her. The officer who represents the President shall have voice but no vote.
- C. Serve as an ex-officio member of all committees except the Nominating Committee.

- D. Place her signature on file at the bank used for the District LWML account, approve the payment of all expenditures, and, if necessary, write checks.
- E. Be bonded, at the expense of the District LWML, for an amount determined by the District LWML Executive Committee.
- F. Unless otherwise provided for in these Bylaws, appoint the standing committees, appointed officers, special appointed personnel, and special committees, subject to the approval of the District LWML Executive Committee.
- G. Serve as an adviser to and ex-officio member of the District LWML Structure Committee.
- H. Be responsible for the execution of all decisions made by the District LWML convention voting assembly, Executive Committee, and Board of Directors.
- I. Present reports at each District LWML convention.
- J. Present a summary of Executive Committee meeting to the Board of Directors.
- K. Attend zone rallies and other zone events, when possible.

**Section 3. Vice President of Christian Life**

- A. Be prepared to perform the duties of the office of the District LWML President in the absence or at the request of the President.
- B. Serve as Chairman of the Christian Life Committee. (See Article XIV. Section 2. of these Bylaws)
- C. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board
- D. Submit a written report to the District LWML convention.

**Section 4. Vice President of Communications**

- A. Be prepared to perform the duties of the office of the District LWML President in the absence or at the request of the President.
- B. Serve as coordinator for the work of all District LWML publications, both print and electronic.
- C. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.
- D. Submit a written report to the District LWML convention.

**Section 5. Vice President of Gospel Outreach**

- A. Be prepared to perform the duties of the office of the District LWML President in the absence or at the request of the President.
- B. Serve as Chairman of the Mission Grants Committee.



1. Receive and process all mission grant proposals for District LWML consideration, in accordance with Article XVII. Section I. of these Bylaws.
  2. Present District LWML grant proposals at a District LWML Executive Committee meeting six (6) months prior to each District LWML convention. All grant proposals must have been approved by the appropriate LCMS boards prior to presentation to the Executive Committee.
  3. Prepare the grant proposal presentation for the District LWML convention.
- C. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.
- D. Submit a written report to the District LWML convention.

**Section 6. Vice President of Special Focus Ministries**

- A. Be prepared to perform the duties of the office of the District LWML President in the absence or at the request of the President.
- B. In the event of an unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors in accordance with Article VI. Section 4. A.-B. of these Bylaws.
- C. Serve as Chairman of the Special Focus Ministries Committee (See Article XIV. Section 4. of these Bylaws)
- D. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.
- E. Submit a written report the District LWML convention.

**Section 7. Vice President of Organizational Resources**

- A. Be prepared to perform the duties of the office of the District LWML President in the absence or at the request of the President.
- B. Serve as Chairman of the HOPE (Helping Organizations Participate Effectively) Committee and coordinator of the Committee on Young Women (See Article XIV. Sections 5. - 6. of these Bylaws)
- C. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.
- D. Submit a written report to the District LWML convention.

**Section 8. Recording Secretary**

- A. Keep a record of the proceedings of all District LWML conventions and of all Executive Committee and Board of Directors' meetings.
- B. Provide each member of the District LWML Executive Committee and Board of Directors with a copy of all minutes of their respective meetings and of the convention.

- C. Provide each society with a copy of the District LWML convention minutes.
- D. Send a copy of all minutes to the District LWML President.
- E. File, in the minutes book, a record of current standing rules, as provided by the Structure Committee.
- F. Be responsible for preparing the ballots for the Board of Directors for the purpose of filling the vacancy in the office of the President.
- G. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.

**Section 9. Corresponding Secretary**

- A. Shall collate and transmit reports from elected and appointed officers for meetings of the District LWML Executive Committee and the Board of Directors.
- B. Keep a record of all member societies, including their officers, membership, and statistics for LWML official publications.
- C. Shall prepare invoices and collate orders for the Lutheran Woman's Quarterly.
- D. Receive credentials of voting assembly prior to the District LWML convention.
- E. Send any change in name and/or address of the District LWML President to the LWML office.
- F. Serve as an ex-officio member of the Convention Committee.
- G. Be a member of the Special Gifts and Bequests Fund Committee.
- H. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.

**Section 10. Treasurer**

- A. Serve as Chairman of the Finance Committee.
- B. Be bonded at the expense of the District LWML for an amount determined by the District's Executive Committee.
- C. Keep an itemized account of all receipts and disbursements.
- D. Make all payments authorized by the District LWML Executive Committee and approved by the President.
- E. Make payments on approved District LWML grants as funds become available, in accordance with Article XVII. Section 2. and Article XVIII. Section 1. C.-D. of these Bylaws.

- F. At least quarterly, remit twenty-five (25) percent, or more of mite offerings to the LWML for funding mission grants and the administration of the LWML.
- G. Submit all records at the end of the biennium for financial review by a certified public accountant.
- H. Submit a detailed financial report, based on the financial review, for publication at the District convention.
- I. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.

**Section 11. Financial Secretary**

- A. Be bonded at the expense of the District LWML for an amount determined by the District LWML Executive Committee.
- B. Receive and deposit all funds in a financial institution approved by the District LWML Executive Committee.
- C. Keep an itemized account of all receipts.
- D. Report to the Treasurer all moneys received.
- E. Serve as a member of the Special Gifts and Bequests Fund Committee.
- F. Submit all records at the end of the biennium for financial review by a certified public accountant.
- G. Submit a detailed financial report of receipts, based on the financial review, for publication at the District convention.
- H. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.

**Section 12. Convention Chairman**

- A. Serve as Chairman of the Convention Committee.
- B. Report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.

**ARTICLE VIII. NOMINATING COMMITTEE**

**Section 1. Composition and Election**

A Nominating Committee, consisting of a least one (1) member of each District LCMS region of The Northern Illinois District, shall be elected by plurality vote at the District convention to serve for a term of two (2) years. The candidate with highest number of votes shall be declared the Chairman of the Nominating Committee, who shall have the vote on the Executive Committee and the Board of Directors. In case of a tie, the Executive Committee shall vote to name the Chairman.

## **Section 2. Duties**

- A. Solicit and receive, from individual members, societies, and zones, nominations for District LWML elective offices.
- B. Select candidates who have had at least two (2) years of experience in the LWML, during which time they shall have held an office and shall be active in their society at the time of nomination.
- C. For each elective office, prepare a slate of qualified candidates who have given their written consent to serve if elected.
- D. Submit candidates for the Pastoral Counselor, in accordance with Article XIII, Section 1. of these Bylaws.
- E. Submit candidates for the Nominating committee, in accordance with Article VIII, Section 1. of these Bylaws.
- F. Provide candidate information to the voting members of the Board of Directors and to each society prior to the District LWML convention.
- G. Prepare a copy of the completed ballot, listing the names of candidates for each office in alphabetical order, as well as the qualifications of the candidates, and submit same to the Convention Chairman for printing.

## **Section 3. Nominations from the Floor**

Nominations may be made from the convention floor, provided the nominee meets all qualifications for office, has provided written consent to serve if elected, and biographical information has been printed for distribution to the voting body.

# **ARTICLE IX. APPOINTED OFFICERS AND DUTIES**

## **Section 1. Appointed Officers**

Officers appointed by the President shall be District Publication Editor, Strategic Plan Facilitator, Public Relations Director, Structure Chairman, and such other officers as deemed necessary by the Executive Committee.

## **Section 2. Eligibility to Vote**

- A. Appointed officers and the Pastoral Counselor attend Executive Committee meeting at the invitation of the President and serve in an advisory capacity only. They do not have the privilege of the vote at Executive Committee meetings.
- B. Appointed officers, except for the Archivist-Historian and the Parliamentarian, shall have the vote at Board of Directors' meetings and conventions.
- C. Pastoral Counselors, who are elected, serve as advisers and do not have the vote at any meetings or conventions.

### **Section 3. Requirements**

- A. Must be active members of the LWML at the time of appointment.
- B. Serve for a term of four (4) years, or until a successor is appointed, and shall be eligible for reappointment.
- C. At the request of the District LWML President, attend District LWML Executive Committee meetings and Board of Directors' meetings in an advisory capacity.
- D. Are responsible directly to the District LWML President.

### **Section 4. Duties**

#### **A. District Publication Editor**

1. Produce the official District LWML publication with the guidance of the District LWML President and Pastoral Counselors, and in accordance with Article XVI. of these Bylaws.
2. Perform her duties under the direction of the Vice President of Communications and coordinate with the Public Relations Director.

#### **B. Strategic Plan Facilitator**

1. Be responsible for focusing the vision of the District LWML through the planning process.
2. Serve as planning liaison/networker with the LWML and other entities.
3. Encourage and assist zones and societies with effective society planning.

#### **C. Public Relations Director**

1. Seek out news of the LWML on every level and, with the guidance of the District LWML President and Pastoral Counselors, make such news known to the church-at-large and to the general public.
2. Coordinate her work with Vice President of Communications and the District Publication Editor.
3. Serve in an advisory capacity in regard to public relations implications of all District LWML work.
4. Compile material received from officers, standing committees, and appointed officers and personnel, and distribute it to societies and zones, as appropriate.
5. Interact with churches and the general public of the District to influence perceptions and attitudes toward Lutheran women in mission.
6. Serve as an ex-officio member of the Convention Committee.

#### **D. Structure Chairman**

1. Serve as Chairman of the Structure Committee, consisting of at least two (2) members appointed by the District LWML President and with the approval of the Executive Committee. The Parliamentarian serves as an ex-officio member of the committee.

2. Lead the District LWML Structure Committee in reviewing the District LWML Bylaws and submit for consideration such amendments as deemed advisable to the Executive Committee and to the Board of Directors before forwarding them to the LWML Structure Committee for approval.
3. Present the required number of copies of proposed bylaw amendments to the chairman of the LWML Structure Committee for approval.
4. Present approved proposed bylaw amendments to the District LWML membership for consideration, in accordance with Article XXI of these Bylaws.
5. Send the required number of copies of adopted amendments to the chairman of the LWML Structure Committee for filing.
6. Review all bylaws and proposed amendments submitted by societies and zones, and approve those not in conflict with the District LWML Bylaws.
7. Be responsible for keeping the District LWML Procedures Manual current.
8. Be responsible for keeping current and submitting to the Recording Secretary, the District LWML Standing Rules, listing adopted motions of continuing action.

## **ARTICLE X. SPECIAL APPOINTED PERSONNEL AND DUTIES**

### **Section 1. Special Appointed Personnel**

The President shall name the Archivist-Historian and the Parliamentarian(s) as special appointed personnel.

### **Section 2. Requirements**

- A. Must be active members of the LWML.
- B. Serve for a term of four (4) years, or until a successor is appointed and shall be eligible for reappointment.
- C. Attend meetings as advisory members at the request of the President, without the privilege of the vote.
- D. Are responsible to the President.

### **Section 3. Duties**

- A. Archivist-Historian
  1. Gather and preserve records and other material of historical significance to the District LWML and LWML.
  2. Compile a biennial history of the District LWML and submit it to the District Executive Committee and to the LWML Archivist-Historian.

B. Parliamentarian

1. Upon request, advise the President, other officers, and individual members on parliamentary procedure.
2. Serve as a voting member of the Structure Committee.

## **ARTICLE XI. EXECUTIVE COMMITTEE**

### **Section 1. Membership**

- A. The District LWML Executive Committee shall consist of the elected officers (See Article VI. Section 1. of these Bylaws) with the Pastoral Counselors as advisory members. All elected officers shall have voting privileges.
- B. Appointed officers and special appointed personnel of the District LWML Executive Committee may be requested by the District LWML President to attend Executive Committee meetings in an advisory capacity.

### **Section 2. Meetings**

- A. The Executive Committee shall meet at least six (6) times per year. Special meetings may be called by the District LWML President.
- B. A majority of the voting members present shall constitute a quorum.
- C. In case of an emergency, the Executive Committee may take action by electronic messaging.

### **Section 3. Duties of the Committee**

- A. Approve appointments made by the District LWML President.
- B. Create and determine the authority and responsibility of such other offices and committees as deemed necessary to promote the LWML program.
- C. Determine the amount of the bond for the Treasurer, the Financial Secretary, and the District LWML President.
- D. When possible, send a representative from the Executive Committee to each zone spring rally/event.
- E. Approve grant proposals for submission to the District LWML convention, in accordance with Article XVII, Section 1. B. of these bylaws.
- F. Plan the program for the District convention.
- G. Prepare a slate of candidates for Pastoral Counselor for presentation to the District LWML Convention, per Article XIII. Section 2.D. of these Bylaws.
- H. Transact such other business as may be necessary between conventions.

## **ARTICLE XII. BOARD OF DIRECTORS**

### **Section 1. Membership**

- A. The District LWML Board of Directors shall consist of zone presidents, elected officers, and appointed officers.
- B. The elected officers, zone presidents, Public Relations Director, Structure Chairman, District Publication Editor, Strategic Plan Facilitator, and Committee on Young Women Chairman shall have the privilege of the vote. The Pastoral Counselors, Parliamentarian, and Archivist-Historian shall be advisory members.
- C. In the event a zone president is unable to attend a meeting of the District LWML Board of Directors or the convention, another elected member of the zone Executive Committee shall be authorized to attend as the zone's representative, with voice and vote.

### **Section 2. Meetings**

- A. The Board of Directors shall meet semiannually. Special meetings may be called by the District LWML President with the approval of the Executive Committee.
- B. A majority of voting members present shall constitute a quorum.
- C. In case of emergency, the Board of Directors may take action by electronic messaging.

### **Section 3. Duties**

- A. Take action on any resolutions or recommendations presented by the District LWML Executive Committee.
- B. Promote the objectives of the District LWML.

## **ARTICLE XIII. PASTORAL COUNSELORS**

### **Section 1. Requirements for Service**

- A. Must be serving in the parish ministry in the Northern Illinois District of the Lutheran Church-Missouri Synod during the time in office.
- B. Shall serve for a term of four (4) years or until his successor is elected.
- C. Shall not be eligible for reelection after one term.

### **Section 2. Nomination and Election Procedures**

- A. Two (2) Pastoral Counselors shall be elected, one (1) each at alternating LWML NID District Conventions for four-year terms.
- B. A list of nominees, at least one (1) from each region of the LCMS Northern Illinois District, shall be compiled by the Nominating Committee and reviewed by the District LCMS President.



- C. The written consent of the nominees to serve, if elected, shall be secured by the Nominating Committee.
- D. The District LWML Executive Committee shall select one (1) candidate from each of the LCMS District regions to appear on the ballot for election at the District LWML convention.
- E. A plurality vote shall constitute election to the office of Pastoral Counselor.

**Section 3. Duties**

- A. Serve the District LWML in an advisory capacity.
- B. Serve as spiritual advisers to the officers and members of the District LWML.
- C. Prepare devotions and worship services as requested.
- D. Serve as doctrinal advisers to committees as assigned by the President.
- E. Attend the District LWML conventions and meetings of the Executive Committee and Board of Directors.
- F. If in office the longest, serve at LWML conventions as an adviser to the District President and convention delegates.

**ARTICLE XIV. STANDING COMMITTEES**

**Section 1. Requirements**

- A. Standing committees shall be Christian Life, Mission Grants, Special Focus Ministries, Committee on Young Women, Helping Organizations Participate Effectively (hereinafter referred to as the HOPE Committee), and Convention.
- B. Committee members shall be appointed by the District LWML President with the approval of the District LWML Executive Committee. Committee members assume their duties after approval.
- C. Each committee shall have at least one (1) member from each region of the Northern Illinois District of the LCMS.
- D. Committee members shall be appointed to serve a term of two (2) years and shall be eligible for one consecutive reappointment.

**Section 2. Christian Life Committee**

- A. Leadership
  - The Vice President of Christian Life serves as Chairman and shall provide reports of the Committee as requested.
- B. Duties
  - 1. Plan and direct annual District LWML retreats, workshops, and/or seminars, submitting Financial reports of same.

2. Provide materials and resources to nurture women's spiritual lives.
3. Prepare a list of speakers available for programs for zones and societies.
4. Implement the LWML Christian Life programs and activities.

### **Section 3. Mission Grants Committee**

#### **A. Leadership**

The Vice President of Gospel Outreach serves as Chairman, and shall provide reports of the committee as requested.

#### **B. Duties**

1. Provide materials and suggest or direct programs to foster mission awareness.
2. Promote the giving of mites for the support of the District LWML and LWML mission grants.
3. Solicit and encourage individual members, societies, zones, and national and district LCMS boards to submit mission grant proposals to both the District LWML and the LWML
4. Investigate and evaluate mission grant proposals submitted for the District LWML convention and make recommendations to the Executive Committee for ballot selection.
5. Assist in the grant proposal presentation at District LWML conventions.
6. Implement programs and activities of the LWML Mission Grant Committee and the Gospel Outreach Committee.

### **Section 4. Special Focus Ministries Committee**

#### **A. Leadership**

The Vice President of Special Focus Ministries shall serve as Chairman of this committee, providing reports of the committee as requested.

#### **B. Duties**

1. Encourage sensitivity in women toward those who are hurting and in need.
2. Provide resources and encouragement to enable knowledgeable, biblical, hands-on assistance and comfort to others.
3. Implement the LWML Special Focus Ministries Committee programs and activities.

### **Section 5. Committee on Young Women**

#### **A. Leadership**

1. The committee chairman shall be appointed by the President and shall submit reports as requested.
2. The Vice President of Organizational Resources shall serve as coordinator of this committee.

B. Duties

1. Assist the district, zones, and societies in meeting the needs of young women and interesting them in LWML by communicating ideas, techniques, and resources.
2. Promote and oversee the process of selecting young women representatives to the LWML convention.
3. Coordinate the Young Women Representative program for the District convention.
4. Mentor young women representatives who have previously served at LWML and District LWML conventions.

**Section 6. HOPE (Helping Organizations Participate Effectively) Committee**

A. Leadership

The Vice President of Organizational Resources shall serve as chairman of this committee, providing reports of the committee as requested.

B. Duties

1. Promote and implement LWML programs and consultation resources to help develop new LWML organizations.
2. Provide resources and training to assist existing societies in designing viable LWML organizations.
3. Identify women with special abilities and talents to serve in leadership positions in the District LWML.
4. Equip and encourage women by creating and developing ideas, techniques, and resources that will enrich and stimulate individuals to serve in leadership positions where God has placed them.

**Section 7. Convention Committee**

A. Leadership

The Convention Chairman serves as the committee chairman and shall provide reports of the committee as requested.

B. Duties

1. Implement the program and arrangements for the District LWML convention as directed by the Executive Committee (See Article XI. Section 3. F. of these Bylaws)
2. Compile and arrange for the printing of convention material with the approval of the District LWML President.

## **ARTICLE XV. SPECIAL COMMITTEES**

### **Section 1. Requirements**

- A. The special committees shall be the Finance and Special Gifts and Bequests Fund. Additional special committees may be formed as the Board of Directors or the Executive Committee deems necessary. The assembly authorizing the committee shall determine the authority and responsibility of the committee.
- B. Standing committees shall be appointed by the District LWML President, with the approval of the District LWML Executive Committee. Committee members assume their duties upon approval.
- C. Committee members shall serve for a term of four (4) years, or until their successors are appointed, and shall be eligible for reappointment.
- D. An elected officer who is a member of a special committee shall serve to the end of her elected term.

### **Section 2. Duties**

- A. Finance Committee
  - 1. Membership

The Finance Committee shall consist of the Treasurer, who shall function as committee Chairman, and three (3) or more members.
  - 2. Duties
    - a) Review and evaluate the financial practices of the organization.
    - b) Prepare and recommend the organization and convention budgets.
- B. Special Gifts and Bequests Fund Committee
  - 1. Membership

The Special Gifts and Bequests Fund Committee shall consist of a chairman appointed by the president, the District Corresponding Secretary, the District Financial Secretary, the Treasurer and a member-at-large. The Pastoral Counselor serves on the committee in an advisory capacity.
  - 2. Duties
    - a) Receive all notifications of gifts and bequests of \$500.00 or more and make a recommendation to the Executive Committee on their acceptability and possible uses.
    - b) Manage and maintain the fund, establishing an investment policy subject to the approval of the Executive Committee.
    - c) Promote the Special Gifts and Bequests Fund.

- d) Make, at least annually, recommendations to the Executive Committee and the Board of Directors for distribution of income and/or principal of the fund.
- e) Submit an annual financial statement of the fund to the Executive Committee at its September meeting.

## **ARTICLE XVI. OFFICIAL PUBLICATIONS**

### **Section 1. Designation**

- A. The official publications of the LWML Northern Illinois District shall be the *Lutheran Woman's Quarterly* and such other publications as the LWML Northern Illinois District may designate.
- B. The official publication for the District LWML shall be a periodical produced by the District LWML in a manner determined by the Executive Committee.

### **Section 2. Purposes of District Publication**

- A. To promote the objectives of the LWML.
- B. To inform the membership of LWML activities at the society, zone, District LWML and LWML levels.

### **Section 3. Funding Responsibility**

The District LWML shall not be obligated to send, at its expense, the *Lutheran Woman's Quarterly* or District periodical to each society.

## **ARTICLE XVII. MISSION GRANTS**

### **Section 1. Selection**

- A. Mission grants may be proposed by individual members, societies, zones and/or District and LCMS and LCMS boards. The required number of copies shall be submitted to the Vice President of Gospel Outreach by January of the District LWML convention year.
- B. Selection of LCMS-approved mission grants for the District LWML convention ballot shall be made by the District LWML Executive Committee.
- C. No grant shall be approved that necessitates a permanent subsidy.
- D. No grant shall be approved to cover deficits in LCMS treasuries.
- E. One (1) or more grants may be adopted by the voting assembly of the District LWML convention.

### **Section 2. Disbursal**

- A. Funds will be disbursed as receipts are received from a grant, and mite money becomes available.

- B. No payment of grants shall be made with borrowed funds.
- C. After a grant has been paid, the responsibility of the District LWML ceases.
- D. Funds voted for a mission grant must be disbursed or put to use within two (2) years from the time they become available, or they must be reallocated. Prior to the receipt of funds, the recipients must show proof of readiness to use the funds. The District LWML Executive Committee has authority to extend the time in extenuating circumstances.
- E. In the event that changes arise in approved grant plans, the District LWML Executive Committee may determine the use of the allocated funds for the amended grant or for some other grant, and shall be authorized to act in session, by mail, or by electronic messaging.

**ARTICLE XVIII. FINANCES**

**Section 1. Mite Boxes**

- A. Voluntary mite offering in societies shall be collected through Mite Boxes or other means and remitted to the District LWML Financial Secretary.
- B. Mite Boxes may be ordered from LWML.org.
- C. At least quarterly, the District LWML Treasurer shall remit twenty-five (25) percent, or more, of the mite offerings to the LWML for funding mission grant and administration of the LWML.
- D. The District LWML Treasurer shall retain seventy-five (75) percent or less of the mite offerings in the District's treasury for funding approved District mission grants and administration of the District LWML.

**Section 2. Administrative Expenses**

Routine administrative expenses incurred in the management of the District LWML shall be paid from the District LWML treasury.

**ARTICLE XIX. FISCAL YEAR**

The fiscal year of the District LWML shall be from July 1 to June 30 inclusive.

**ARTICLE XX. PARLIAMENTARY AUTHORITY**

(See Article IV. Section 2. C. of these Bylaws)

**ARTICLE XXI. AMENDMENTS**

(See Article IV. Section 2. B. of these Bylaws)

Date District became a member of LWML 1942  
 Date of last amendments to Bylaws September 2018