

BYLAWS OF
THE NEW JERSEY DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League New Jersey District (hereinafter referred to as the District LWML), an auxiliary of The Lutheran Church--Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II – OBJECT

The District LWML is a working unit of the Lutheran Women's Missionary League (hereinafter referred to as LWML) and shall:

- a. assist the LWML and its officers in promoting the LWML program of developing and maintaining a greater mission consciousness among the women of Synod within the District through mission education, mission inspiration, and mission service;
- b. gather funds for special mission grants, especially such for which no adequate provision has been made in the budget of Synod.

ARTICLE III – MEMBERS

Section 1. The membership of the District LWML shall be composed of individual women and women's organizations within the congregations of the LCMS which have expressed their desire to join, have followed the mode of procedure laid down in these bylaws, and have made the object of LWML their own.

Section 2. Women who hold membership in a LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home upon approval of the District LWML Executive Committee. The central location of the society shall determine zone LWML membership.

Section 3. Individual membership is available to a woman in a LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society or unit.

ARTICLE IV – STRUCTURE

Section 1. Women's organizations within the congregations and other settings of the New Jersey District LCMS, as set forth in Article III, shall unite to form the New Jersey District LWML. Application for membership shall be made to the Executive Committee for approval. The territory of the District LWML shall coincide to the LCMS District.

Section 2. The purpose and business of the District LWML shall be effective through its conventions, Executive Committee, Board of Directors, and authorized committees.

ARTICLE V – DISTRICT ORGANIZATION

Section 1. The District LWML functions as an auxiliary organization of the LCMS and is under the guidance of its LCMS District.

Section 2. The District LWML shall divide its societies into groups to be known as zones which shall:

- a. for uniformity in the area of zones, conform to LCMS Circuit lines as closely as possible;
- b. promote Christian fellowship and further the educational and inspirational object of the LWML;
- c. elect delegates for the purpose of representation at the LWML biennial convention in the ratio prescribed by the national bylaws of the LWML.

Section 3. Each zone shall be under the supervision of the District LWML.

Section 4. Each zone shall adopt bylaws which shall be in conformity with the object and basic principles of the Articles of Incorporation and bylaws of the LWML. Zone bylaws and all amendments thereto shall be submitted to the Executive Committee of the District LWML for approval.

Section 5. The required number of copies of District LWML bylaws and all amendments thereto shall be submitted for approval to the LWML Structure Committee Chairman before being presented to the District LWML convention for adoption.

Section 6. The District LWML shall send the required number of copies of any amendments or revisions of the District LWML bylaws, immediately after adoption, to the LWML Structure Committee Chairman. The District LWML shall send any change in name or address of the District LWML President to the LWML Office.

ARTICLE VI – CONVENTIONS AND REPRESENTATION

Section 1. A convention of the District LWML shall be held biennially in the even-numbered year(s) and, The zones and member societies shall be notified of the time and place of the District LWML convention.

Section 2. The members of the District LWML convention who shall have voice and vote therein shall be:

- a. two(2) elected delegates from each society having twenty-five (25) or less members, and one (1) additional delegate for each additional twenty-five (25) members or major fraction thereof;
- b. members of the Executive Committee;
- c. Zone Presidents;
- d. past presidents of the District LWML who are currently members of the New Jersey District LWML.

Section 3. Each delegate shall have an alternate to the District LWML convention. Names of the delegates shall be in the hands of the District LWML President and Registration Chairman one month before the District LWML convention. Only delegates present at the District LWML convention may vote.

Section 4. Fifty-one percent (51%) of the registered delegates must be present to constitute a quorum.

Section 5. District LWML representation at the national LWML convention shall be:

- a. one (1) elected delegate from each zone having ten (10) or fewer units and one (1) additional elected delegate from each zone for each additional ten (10) units or major fraction thereof;
- b. the District LWML President;
- c. one (1) Pastoral Counselor.

Section 6. Each elected delegate shall have an elected alternate to the LWML convention. The names of the delegate and the alternate shall be presented to the District LWML president for ratification. The names of the elected delegates and alternates shall be in the hands of the LWML Recording Secretary by March 1 in odd-numbered years.

Section 7. The District LWML shall assume the expenses of the District LWML President not borne by the LWML for the time of the LWML convention. The District LWML shall assume the expense of the Pastoral Counselor and the Young Women Representative if there is one.

ARTICLE VII – OFFICERS AND ELECTIONS

Section 1. The elected officers shall be:

- a. President
- b. Vice President of Christian Life and Organizational Resources
- c. Vice President of Gospel Outreach
- d. Vice President of Special Focus Ministries
- e. Secretary
- f. Treasurer

Section 2. All elected officers shall be voting members of the District LWML.

Section 3. The elected officers shall be elected by ballot at the District LWML biennial convention to serve for a term of four (4) years or until their successors are elected, and shall be eligible for re-election to the same office. The President, Vice President of Christian Life & Organizational Resources, and Vice President of Special Focus Ministries shall be elected at one convention and the Vice President of Gospel Outreach, Secretary, and Treasurer shall be elected at the following convention.

Section 4. A majority vote shall elect. In the event that there are three (3) or more candidates for office and 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.

Section 5. No District LWML officer shall be elected or re-elected to any zone office during her tenure as a District LWML officer. Officers shall assume their duties at the close of the District LWML convention. The retiring Treasurer shall, within sixty (60) days following the election, transfer to her successor all material and funds pertaining to her office. All other officers shall, within thirty (30) days following the election, transfer to their successors all material pertaining to their offices.

ARTICLE VIII – NOMINATIONS

Section 1. A Nominating Committee of five {5} for the coming biennium shall be elected at the District LWML convention from a slate submitted by the current Nominating Committee.

Section 2. It shall be the general policy of this Committee to submit a slate of two (2) nominees for each elective office if possible. The consent of the nominees to serve if elected shall have been secured. Each nominee must be an active member of her local society and /or zone.

Section 3. The Nominating Committee Chairman shall :

- a. submit the slate of officer candidates to the Executive Committee for approval at its meeting in January of the year of the District LWML Convention;
- b. furnish the Convention Committee and the host zone for mailing to member societies with the approved slate and biographies in writing of candidates at least three (3) months prior to the District LWML Convention;
- c. present the slate of candidates at the District LWML convention.

Section 4. Nominations may be made from the floor of the District LWML convention, provided that written consent of the persons nominated has been secured.

Section 5. Ballots shall be prepared by the Nominating Committee and the names of candidates for each office shall be listed in alphabetical order.

ARTICLE IX – DUTIES OF OFFICERS

Section 1. The President shall:

- a. preside at all conventions of the District LWML and at all meetings of the Executive Committee and the Board of Directors;
- b. appoint chairmen of standing committees, with the exception of the Nominating Committee;
- c. appoint additional committees as deemed necessary by the Executive Committee;
- d. be ex-officio member of all committees except the Nominating Committee;
- e. sign all checks, together with the Treasurer, for payment of money from the treasury;
- f. be responsible for the execution of all resolutions passed by the District LWML, Executive Committee, and Board of Directors;
- g. present a report to the District LWML convention including a report of the activities of the Executive Committee;
- h. represent the District LWML at all meetings of the LWML Board of Directors, or send an elected official representative as her representative who shall have voice, but not vote;
- i. receive credentials from delegates prior to the District LWML convention;
- j. oversee the preparation of the District LWML convention booklet;
- k. receive credentials of zone delegates to the LWML convention and forward them to the LWML Recording Secretary by March 1 in odd-numbered years.

Section 2. The Vice President of Christian Life and Organizational Resources may perform the duties of the office of the President, in the absence of or at the request of the President, and shall:

- a. become President in the event of a vacancy in that office and perform all the duties thereof;
- b. be chairman of Christian Life and Organizational Resources Committee;
- c. appoint a committee, as necessary, to perform the duties of the office with the approval of the Executive Committee;
- d. be authorized to sign checks for the President or Treasurer in emergencies;
- e. issue membership certificates for new societies;
- f. keep a record of membership;
- g. write a report on membership for the District convention;

- h. encourage active participation in mission inspiration and spiritual develop programs, plan retreats;
- i. present suggestions and offer advice for conducting LWML Christian Life programs on the District, Zone, and Society levels;
- j. develop programs and materials to nurture women's spiritual lives;
- k. promote programs and consultation resources to help develop new LWML organizations;
- l. develop resources and training to assist existing societies in designing viable LWML organizations;
- m. write a report of Christian Life & Organizational Resources activities to the District LWML Convention.

Section 3. The Vice President of Special Focus Ministries may perform the duties of the office of President, in the absence of or at the request of the President, and shall:

- a. be chairman of the Special Focus Ministries Committee;
- b. appoint a committee, as necessary, to perform duties of the office with the approval of the Executive Committee;
- c. direct and promote the Young Woman Representative and the Heart to Heart Sisters program;
- d. seek, develop and support young women and leaders in the LWML and in ethnic ministries;
- e. write a report for the District LWML convention.

Section 4. The Vice President of Gospel Outreach, Mission Grants, and Mission Servants Committees may perform the duties of the office of President, in the absence of or at the request of the President, and shall:

- a. be chairman of Gospel Outreach, Mission Grants and Mission Servants Committees;
- b. appoint a committee, as necessary, to perform the duties of the office with the approval of the Executive Committee;
- c. seek suggestions from the Board of Directors of the NJ District of the LCMS;
- d. follow the directives in Article XVI Mission Grant Proposals and Resolutions;
- e. present a report of mission grant activities and a ballot for the election of mission grants to the District LWML convention;
- f. encourage sensitivity in women toward those who are hurting and in need;
- g. provide resources and encouragement to societies.
- h. seek suggestions and prepare ingathering and servant events for District Convention;
- i. write a report for the District LWML Convention.

Section 5. The Secretary shall:

- a. keep a record of the proceedings of the District LWML convention, and the meetings of the Executive Committee and the Board of Directors;
- b. provide each member of the Executive Committee and the Board of Directors with a copy of all minutes of Board meetings and of the District LWML convention;
- c. provide each member society and/or individual member with a copy of the minutes of the District LWML convention;
- d. keep a file of policy motions and provide a copy for the President;
- e. provide the LWML President with a copy of District LWML convention minutes;
- f. conduct the official correspondence of the District LWML; report to the Executive Committee, the Board of Directors, and the District LWML convention.

Section 6. The Treasurer shall:

- a. be bonded at the expense of the District LWML;
- b. receive all monies and deposit them in a bank or banks approved by the Executive Committee;
- c. keep an accurate record of all receipts and disbursements;
- d. make all payments authorized by the Executive Committee;
- e. make payments for approved mission grants as authorized by the Executive Committee;
- f. submit reports to the District LWML convention, the Executive Committee, and the Board of Directors;
- g. submit the records for financial review at the end of each fiscal year.

ARTICLE X – APPOINTED OFFICERS

Section 1. The appointed officers shall be the District LWML Archivist-Historian, the Editor and the Co-editor (if appointed), Convention Planner and Parliamentarian who shall be appointed by the President with the approval of the Executive Committee and perform other duties as requested by the President..

Section 2. The Archivist-Historian shall:

- a. maintain a comprehensive history of the District LWML;
- b. compile a report for the District LWML convention booklet;
- c. submit an up-to-date history of the District LWML to the LWML Archivist-Historian each biennium;
- d. report to the District LWML Executive Committee, Board of Directors, and Convention;
- e. attend meetings of the District LWML Board of Directors as requested by the President;
- f. be without vote;
- g. serve for a term of two (2) years and be eligible for reappointment;

Section 3. The Convention Planner shall:

- a. be responsible for focusing the LWML vision through the planning process;
- b. be a voting member of the Board of Directors;
- c. serve as chairman of the Convention Site Committee, which shall include the District President and the Host Zone President;
- d. appoint an assistant, as necessary, with the approval of the Executive Committee;
- e. review and negotiate all contracts along with the Convention Host Committee;
- f. serve as the planning liaison between the District and the Convention Host Committee;
- g. serve a term of four (4) years and be eligible for reappointment;
- h. be responsible for the convention planning manual and update it as necessary.

Section 4. The District LWML Editor shall:

- a. prepare, edit, and arrange for publishing and distribution of the District LWML publication;
- b. report to the District LWML convention, the Executive Committee and the Board of Directors;
- c. be a voting member of the Board of Directors;
- d. serve for a term of two (2) years, and be eligible for reappointment.

Section 5. At the discretion of the Editor and Executive Committee, a Co-editor, may be appointed who shall:

- a. assist in the preparing of the District LWML publication;
- b. be a voting member of the Board of Directors.

Section 6. Parliamentarian shall:

- a. serve as adviser on parliamentary procedure upon request;
- b. be an ex-officio member of the Structure Committee;
- c. be without vote.

ARTICLE XI – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected and appointed District LWML officers, Zone Presidents, chairmen of the standing committees, and the District LWML Pastoral Counselors (in an advisory capacity). When a Zone President is absent from a Board of Directors meeting or a District LWML convention, the Zone Vice President or any elected zone officer shall be authorized to attend as the President’s representative and shall have the privilege of voice and vote.

Section 2. Regular meetings shall be held semi-annually. Special meetings of the Board of Directors may be called by the Executive Committee or upon the written request of five (5) members of the Board of Directors. A majority shall constitute a quorum.

- a. in case of an emergency, action may be taken by mail, by telephone or by electronic messaging where all participants can hear each other.

Section 3. The duty of the Board of Directors shall be to assist the Executive Committee in administering the work and program of the LWML.

ARTICLE XII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of elected and appointed District LWML officers, and the District LWML Pastoral Counselors, in an advisory capacity.

Section 2. Regular meetings of the Executive Committee shall be held four (4) or more times a year as needed, with time and place to be decided by the President or a majority vote of the Executive Committee. Special meetings may be called by the President or a majority vote of the Executive Committee. Four (4) voting members shall constitute a quorum.

- a. in case of an emergency, action may be taken by mail, by telephone or by electronic messaging where all participants can hear each other.

Section 3. The duties of the Executive Committee shall be to:

- a. transact the business of the District LWML between District LWML conventions;
- b. plan and supervise the program of the District LWML convention;
- c. determine the amount of the bond for the Treasurer;
- d. arrange for an annual financial review of the Treasurer’s books;
- e. fill all vacancies occurring in the elective and appointive offices, except in the office of President. In case of a vacancy in the office of President, the Vice President of Christian Life & Servant Resources shall become the President;
- f. consider recommendations, resolutions, and appeals for presentation to the District LWML convention;
- g. promote the work and program of the LWML;
- h. determine the time and place of the District LWML convention;
- i. appoint the District LWML Pastoral Counselors;
- j. approve nominees for the Nominating Committee as described in Article VIII;
- k. appoint the Chairman of the standing committees;
- l. consider suggestions for mission grants, and to determine which grants from a multiple list ratified by the Board of Directors of the NJ District of the LCMS shall be submitted to the District LWML convention for consideration;
- m. perform any other duties as requested by the President.

ARTICLE XIII – PASTORAL COUNSELORS

Section 1. The Pastoral Counselors shall be two (2) pastors of the LCMS who shall be appointed by the Executive Committee. The term of office shall be two (2) years. A Pastoral Counselor shall be eligible for one (1) consecutive reappointment.

Section 2. The Pastoral Counselors shall:

- a. serve the District LWML in an advisory capacity;
- b. attend the District LWML convention and the meetings of the Executive Committee and the Board of Directors;
- c. one (1) District LWML Pastoral Counselor shall serve as Doctrinal advisor to committees, as assigned by the President.
- d. prepare devotions and worship services as requested by the executive Committee;
- e. serve as spiritual leader to the officers and members of the District LWML.

ARTICLE XIV – COMMITTEES

Section 1. The standing committees shall be Public Relations, Quarterly Subscription and Mite Box Supply, Structure and Webmaster. Standing committee chairmen shall be appointed by the Executive Committee to serve two (2) years, and shall be eligible for reappointment and have voice and vote as Board of Director members. Committee members may be appointed by the standing committee chairman with the approval of the Executive Committee.

Section 2. The Public Relations Chairman shall:

- a. seek to obtain publicity for District LWML activities;
- b. encourage the use of such publicity by zones and member societies;
- c. supply releases for publication to the zones and member societies when possible.

Section 3. The Quarterly Subscription and Mite Box Supply Chairman shall:

- a. maintain an accurate account of the number of the *Lutheran Woman's Quarterly* subscriptions each society receives;
- b. make changes in the mailing list, and report same to the LWML Office and District LWML Editor;
- c. supply mite boxes as requested by each member society.

Section 4. The Structure Chairman shall:

- a. study the bylaws of the District LWML;
- b. submit to the Executive Committee and Board of Directors for consideration such amendments as she deems advisable;
- c. submit proposed amendments to national structure person for approval;
- d. submit approved proposed amendments to the District LWML convention for vote;
- e. send a required copy of new approved bylaws to national structure chairperson to keep on file;
- f. receive and examine zone and society bylaws and proposed amendments and approve those not in conflict with the bylaws of the LWML.

Section 5. The Webmaster shall:

- a. encourage use of the LWML and district website;
- b. maintain the district website;
- c. assist with other technical needs of the organization;
- d. report to regular meetings of the Board of Directors and District LWML convention.

ARTICLE XV – PUBLICATIONS

Section 1. The official publication of the District LWML shall be published at regular intervals with the assistance of the President and a District LWML Pastoral Counselor.

Section 2. The purpose of the District LWML edition shall be to inform the members of the progress of the work of the District LWML, to keep them informed of activities on the zone and society level, and to develop and promote Christian Life.

Section 3. The official magazine of the LWML is the *Lutheran Woman's Quarterly*, and is published quarterly. Its purpose is to promote the object of the LWML and to provide topics for study and discussion.

Section 4. The societies shall order from the District LWML *Quarterly* Subscription and Mite Box Supply Chairman the desired number of copies of the official magazine for distribution to their members.

Section 5. The District LWML shall remit payment for the *Lutheran Woman's Quarterly* subscriptions to the LWML. The societies are required to make payments to the District LWML Treasurer to pay the cost of their *Lutheran Woman's Quarterly* subscriptions and District LWML Publication. In the event of a deficit the balance will be paid by the District LWML from the Mite Box mission funds.

ARTICLE XVI –MISSION GRANT PROPOSALS AND RESOLUTIONS

Section 1. Mission grant proposals may be submitted by individual members, member societies, zones, and Synod boards. All proposals shall be submitted to the Vice President of Gospel Outreach by November 15 of the year preceding the District LWML convention. The Gospel Outreach Chairman shall submit all suggested Mite Box mission grants to the Executive Committee at its November meeting. The mission grants recommended by the Executive Committee shall be sent to the Board of Directors of the NJ District of the LCMS for approval.

Section 2. The District LWML in convention shall approve grants from a multiple list submitted by the Gospel Outreach Chairman after ratification by the LCMS District Board.

Section 3. Funds which are not used for the chosen grants within two (2) years of the District LWML convention at which the grant was voted upon must be returned to the District LWML treasury, with the Executive Committee having authority to extend the time in case of extenuating circumstances. The District LWML shall then vote these funds again for a chosen grant at the next convention.

Section 4. The following stipulations shall be observed in the administration of the District LWML funds:

- a. no disbursements shall be made for any grant that necessitates a permanent subsidy from the funds;
- b. no grants shall be made to cover deficits or shortages in Synod treasuries;
- c. no disbursements for mission grants shall be made in anticipation of available funds;
- d. after grants have been made, the responsibility of the District LWML ceases, except as stipulated in Section 3 above. However, any grants held for distribution to chosen grants of the District LWML shall be made subject to the following; funds must be invested in the Lutheran Church--Missouri Synod Church Extension Fund until used for the chosen grant;
- e. Voluntary offerings will be received at the District LWML Convention.

Section 5. The LWML Vice President of Gospel Outreach shall be informed in the event that a gift for a mission outside the NJ District is to be considered as a grant by the District LWML.

Section 6. Resolutions may be submitted for consideration to a District LWML convention by individual members, congregational societies, zones and Synod boards. Such resolutions shall be submitted in triplicate form and sent to the District LWML President at least three (3) months prior to the District LWML Convention.

Section 7. A Resolutions Chairman may be appointed by the President when needed to consider, prepare, and submit to the Executive Committee for consideration the resolutions to be presented at the District LWML Convention.

ARTICLE XVII – FINANCES

Section 1. All mission grant funds shall be raised through the Mite Box offerings or other voluntary offerings. The member societies shall forward these monies at least four (4) times annually to the District LWML Treasurer. Twenty-five (25) percent or more of such regular mission offerings shall be remitted by the District LWML to the LWML, monthly, for the approved LWML grants and administration of the LWML. Seventy-five (75) percent or less shall be retained in the District LWML treasury for the approved District LWML mission grants and administration costs.

Section 2. The expenses of meetings of the Executive Committee, the Board of Directors, and other routine administrative expenses incurred in the management of the District LWML shall be paid from the administrative treasury.

Section 3. For District LWML conventions, delegates and guests shall pay a registration fee determined by the Executive Committee. Distribution of any registration, meals, or housing overages shall be seventy-five (75) percent to the District treasury and twenty-five (25) percent to the host zone and any deficit will be shared by the District and host zone in a manner to be determined by the Executive Committee.

\Section 4. Voluntary offerings will be received at District LWML conventions.

Section 5. Zones shall not use LWML funds to undertake mission grants on their own account.

Section 6. In the case of a society disbanding, any monies collected for mites must be turned over to the District LWML treasurer.

ARTICLE XVIII – FISCAL YEAR

The District LWML's fiscal year shall be from May 1 to April 30.

ARTICLE XIX – EMERGENCY ACTION

In the event of any great emergency or other prevailing condition making the holding of a District LWML convention inadvisable, the Executive Committee shall have the authority to determine whether the District LWML convention shall or shall not be held; a five-sevenths (5/7) vote of the Executive Committee, or a three-fourths (3/4) vote if there is a co-editor, shall decide, and the vote may be taken by mail. In the event the District LWML convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting the routine District LWML convention business. Such procedure shall be approved by the Board of Directors.

ARTICLE XX – PARLIAMENTARY AUTHORITY

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

ARTICLE XXI – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the delegates present at any regular District LWML convention, provided notice of the proposed amendment has been sent to all member societies of the District LWML at least three (3) months prior to the District LWML convention. By unanimous vote, a proposed amendment may be presented to the District LWML convention without previous notice to societies. A three-fourths (3/4) vote shall be required for adoption.

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