

# Bylaws 2022



**Rocky Mountain  
District**

The Bylaws and Standing Rules of the Lutheran Women's Missionary League Rocky Mountain District as amended at the District's 2022 Convention in Albuquerque, New Mexico.

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**BYLAWS**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE**  
**ROCKY MOUNTAIN DISTRICT**

## ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League (hereinafter referred to as LWML), Rocky Mountain District (hereinafter referred to as LWML Rocky Mountain District or District), 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 LCMS Rocky Mountain District through mission education, mission inspiration, and mission service;
- b. to unite all women's organizations of the LCMS in the Rocky Mountain District into one (1) body; and
- c. to gather funds for mission grants, either directly sponsored or approved by LCMS, especially those for which no adequate provision has been made in the LCMS budget.

## ARTICLE III – MEMBERS

### SECTION 1

- a. Women's organizations within congregations of the LCMS Rocky Mountain District, on campuses, in resident homes, or in other settings shall be eligible for membership as groups.
- b. One (1) or more organizations in the same congregation affiliated with the LWML District, on a campus, in a resident home, or in another setting shall be considered one (1) unit for the purpose of representation at the LWML District convention.

- c. A woman who is a communicant member of a LCMS Rocky Mountain District congregation is eligible for membership in a group.
- d. Individual membership is available to any woman who is a communicant member of a congregation of the LCMS Rocky Mountain District, with or without a group affiliated with the LWML District, and who participates by promoting the object of LWML. Individual membership is not considered a group or a unit.

## SECTION 2

A women's organization within a congregation of the Rocky Mountain District of the LCMS shall be eligible for membership in the LWML District upon fulfillment of the following.

- a. The organization shall present to the District President a written statement stating its desire to affiliate.
- b. The written approval of the congregation shall have been obtained.
- c. The organization shall send its bylaws electronically to the District Structure Committee Chairman for review and approval of the committee.

## SECTION 3

Upon approval of the organization's bylaws, the District Structure Committee shall recommend to the Executive Committee that the organization be approved for membership.

## SECTION 4

Individual membership applications shall be submitted to the District President and District Executive Committee for approval.

## ARTICLE IV – DISTRICT ORGANIZATION

### SECTION 1

Zones shall be formed by the District. Each zone shall consist of units assigned by the District Executive Committee. Units may request reassignment or may petition this committee for formation of a new zone. Zones shall exist for the purpose of:

- a. promoting LWML through mission education, mission inspiration, mission service; and
- b. electing delegates for the purpose of representation at the biennial convention of the LWML.

### SECTION 2

Each zone shall write its own bylaws, which shall not conflict with the bylaws of the District. Zone bylaws and any subsequent proposed amendments shall be sent electronically to the District Structure Committee Chairman for committee approval prior to presentation to the zone. A copy of the approved bylaws and/or amendments shall be filed with the District Structure Committee Chairman and the District President.

### SECTION 3

The District shall be represented at the LWML convention as outlined in Article V, Section 6.

## ARTICLE V – CONVENTIONS AND REPRESENTATION

### SECTION 1

- a. A District convention shall be held biennially in the even-numbered years at a place determined by the Executive Committee, for the purpose of transacting the business of the District.
- b. Zones shall host District conventions on a rotation basis.
- c. The Executive Committee shall determine the dates of the convention and select the convention site.

- d. The official call to the convention shall appear in the January issue of Tidings prior to the convention.

## SECTION 2

The voting assembly of the District convention shall be:

- a. two (2) elected delegates from each unit having forty (40) or fewer members and one (1) elected delegate for each additional twenty (20) members or major fraction thereof, as of January 1 preceding the convention. (\*A major fraction of twenty (20) is defined as eleven (11) or more.);
- b. voting members of the Board of Directors (elected officers, appointed officers, zone presidents and chairmen of Standing Committees); and
- c. past presidents of the LWML Rocky Mountain District, residing within the District, who are currently LWML members.

## SECTION 3

A member of the voting assembly 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 elected delegates and alternates shall be in the hands of the District Registration Committee Chairman at least thirty (30) days prior to the convention.

## SECTION 5

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

## SECTION 6

- a. The representation at the LWML convention shall be one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units or major fraction thereof, as of January 1 preceding the convention. (\*A major fraction of ten (10) is defined as six (6) or more.)
- b. Each certified delegate shall have a certified alternate.
- c. The names of the delegates and the alternates shall be presented to the District President for certification.
- d. The names of the certified delegates and certified alternates shall be in the hands of the LWML Recording Secretary prior to the convention.
- e. In the event neither the certified delegate nor the certified alternate is able to serve, a member of the same zone may serve as a delegate upon certification in writing by the District President and presentation to the Convention Registrar.

## ARTICLE VI – OFFICERS AND ELECTIONS

### SECTION 1

The elected officers shall be:

President  
Vice President of Christian Life  
Vice President of Communications  
Vice President of Gospel Outreach  
Vice President of Servant Resources  
Recording Secretary  
Treasurer

### SECTION 2

- a. The elected officers shall be elected by ballot at the biennial convention to serve for a period of four (4) years or until their successors are elected, and shall not be eligible for reelection to the same office.
- b. The election of officers shall be as follows:

- 1) The President, the Vice President of Gospel Outreach, and the Vice President of Servant Resources shall be elected in one (1) convention.
  - 2) The Vice President of Christian Life, the Vice President of Communications, the Recording Secretary, and the Treasurer shall be elected in the following convention.
  - 3) A majority vote shall elect.
- c. The elected officers shall assume their duties at the close of the convention at which they are elected.
  - d. The retiring Treasurer shall, within sixty (60) days following the election, transfer to her successor all material pertaining to the office. All other retiring officers shall, within thirty (30) days following the election, transfer to their successors all material pertaining to their offices.

## ARTICLE VII – DUTIES OF OFFICERS

### SECTION 1

The President shall:

- a. preside at the District convention and all meetings of the Board of Directors and Executive Committee;
- b. be responsible for appointing Standing Committees, appointed officers, special appointed personnel, and special committees, with the approval of the Executive Committee;
- c. sign all vouchers for payment of legitimately incurred expenses;
- d. be authorized to sign checks for the Treasurer in an emergency;
- e. be an exofficio member of all committees except the Nominating Committee;
- f. be responsible for the execution of resolutions passed by the convention body, Board of Directors, and Executive Committee;
- g. present a report to the convention including activities of the Board of Directors; and



- h. be a member of the LWML Presidents Assembly. If unable to attend a Presidents Assembly meeting or a convention, any elected LWML District officer shall be authorized by the District President to attend as the District's representative and shall have voice and vote. Notice of the substitute's name and address shall be given to the LWML President.

## SECTION 2

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

- a. be chairman of the Christian Life Committee; and
- b. be coordinator of the Christian Life Department (Christian Life Committee, Christian Resources Editor, and LWML Store).

## SECTION 3

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

- a. provide leadership and direction to the *Tidings* Editor;
- b. be alert for news of the District and make it known to the members, the church-at-large, and the general public;
- c. serve in an advisory capacity to the District in regard to public relations implications and the publicity and promotional possibilities of goals and actions;
- d. and be coordinator of convention publicity.

## SECTION 4

The Vice President of Gospel Outreach may perform the duties of the office of the President, in the absence of or at the request of the President, and shall:

- a. be chairman of the Mission Grants Committee;
- b. be coordinator of the Gospel Outreach Department (Mission Servants Committee, Scholarship Committee, Heart to Heart Sisters Committee, and Deaf Ministry Liaison);
- c. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted grant until completion; and

- d. approve expense vouchers of the President.

## SECTION 5

The Vice President of Servant 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. in the event of an emergency or unexpected vacancy in the office of President, fill the vacancy until an election is held by the Board of Directors (see Article XI, Section 4, f.);
- b. be chairman of the Leader Development Committee; and
- c. be coordinator of the Servant Resources Department (Committee on Young Women, Leader Development Committee, and Committee on Teens).

## SECTION 6

The Recording Secretary shall:

- a. record the convention proceedings and meetings of the Board of Directors and the Executive Committee; and
- b. provide each member of the Board of Directors, the Executive Committee, the past District Presidents, and the LWML President with a copy of all minutes.

## SECTION 7

The Treasurer shall:

- a. receive all monies, deposit them in a financial institution approved by the Executive Committee, and keep an itemized record of all receipts and disbursements;
- b. make authorized payments for expenses;
- c. provide each member of the Executive Committee with a copy of the financial report at every Executive Committee meeting;
- d. provide each member of the Board of Directors with a copy of the financial report at every Board of Directors meeting;
- e. submit to the Executive Committee one (1) or more names to be considered for the Assistant to the Treasurer;

- f. coordinate and promote the Scholarship Endowment Fund and the Special Gifts Endowment Fund;
- g. regularly review the records of the Assistant to the Treasurer and be responsible for these records;
- h. be responsible for the preparation and presentation of the mission goal work program (budget) for the following biennium to the Board of Directors and convention body for approval;
- i. submit records for financial review at the close of each biennium; and
- j. present a financial report to the convention.

## ARTICLE VIII – NOMINATIONS

### SECTION 1

- a. 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.
- b. The candidate receiving the highest number of votes shall be the chairman.
- c. The chairman shall attend the Board of Directors meetings at the request of the President with voice but no vote.
- d. 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 at least two (2) candidates, if possible, for each elective office to be filled for the biennium;
- b. select candidates who are members of an LWML group or who hold individual membership;
- c. submit nine (9) candidates for the Nominating Committee (one only from each zone);
- d. submit two (2) candidates for Pastoral Counselor from the nominees submitted by the LCMS District President;
- e. obtain written consent of all nominees to serve, if elected;

- f. submit a report to be published in the Tidings prior to the convention; and
- g. prepare ballots with the names listed in alphabetical order by office.

## SECTION 3

- a. Suggestions for the nominees for Pastoral Counselor shall be submitted to the LCMS District President by individuals, groups, or the Nominating Committee by December 1 of the odd-numbered year prior to convention.
- b. Suggestions for nominees for elective officers shall be made by submitting names to the Chairman of the Nominating Committee by December 1 of the odd-numbered year prior to convention.
- c. Nominations for elected officers may be made from the floor of the convention, provided written consent of the nominee has been secured.

## ARTICLE IX – APPOINTED OFFICERS

### SECTION 1

The appointed officers shall be:

- Assistant to the President
- Assistant to the Treasurer
- Convention Coordinator
- Editor
- Planner

### SECTION 2

The appointed officers shall:

- a. be members of the LWML Rocky Mountain District;
- b. be appointed by the President, with the approval of the Executive Committee; and
- c. serve as members of the District Board of Directors with voice and vote.

## SECTION 3

The Assistant to the President shall:

- a. serve a term of four (4) years, to agree with the term of the President, and be responsible to her;
- b. arrange facilities for Board of Directors and Executive Committee meetings;
- c. arrange for local transportation and housing for Board of Directors and Executive Committee meetings, if needed;
- d. provide the Convention Registrar with a complete mailing list of District groups as of February 1 prior to District convention;
- e. provide one (1) copy of the names and addresses of all District officers, committee chairmen, and zone presidents to the LWML office and any changes in these offices during the year to the same;
- f. notify the LWML President and the LWML office in the event of a new District President; and
- g. report to the regular meetings of the Board of Directors and Executive Committee.

## SECTION 4

The Assistant to the Treasurer shall:

- a. serve a term of four (4) years, to agree with the term of the Treasurer, and be responsible to her;
- b. record and deposit all contributions received from the Treasurer in a financial institution approved by the Executive Committee;
- c. receive subscriptions for the Lutheran Woman's Quarterly;
- d. update subscription orders and submit an updated list to the President for approval by the determined deadline;
- e. prepare a list for the District convention, of all group contributions; and
- f. report to the regular meetings of the Board of Directors and submit a yearly report.

## SECTION 5

The Convention Coordinator shall:

- a. serve a term of four (4) years and be eligible for reappointment;
- b. be chairman of the Events Planning Committee;
- c. be directly responsible to the President;
- d. be the liaison between the host zone(s) and the Executive Committee; and
- e. report to regular meetings of the Executive Committee and Board of Directors at the request of the President.

## SECTION 6

The Editor shall:

- a. serve a term of four (4) years and be eligible for reappointment;
- b. be directly responsible to the Vice President of Communications;
- c. be responsible for the publication of the *Tidings* on the website; and
- d. be responsible for the distribution of the *Tidings* via email.

## SECTION 7

The Planner shall:

- a. serve a term of two (2) years and be eligible for reappointment;
- b. be directly responsible to the President; and
- c. review, assess, and prepare a District plan supportive of LWML.

# ARTICLE X – SPECIAL APPOINTED PERSONNEL

## SECTION 1

The special appointed personnel may include:

Archivist-Historian  
Convention Registrar  
Deaf Ministry Liaison  
Parliamentarian  
Public Relations Director

## SECTION 2

These personnel shall:

- a. be appointed by the President, with the approval of the Executive Committee;
- b. serve a term of four (4) years and be eligible for reelection; and
- c. attend meetings in a non-voting advisory capacity at the request of the President.

## SECTION 3

The ArchivistHistorian shall:

- a. write a history of the activities of the District for each biennium and send a copy to the District President and the LWML ArchivistHistorian;
- b. gather and preserve records and other materials of historical significance to the District; and
- c. report to the regular meetings of the Board of Directors and submit a yearly report.

## SECTION 4

The Convention Registrar shall:

- a. be responsible for all the duties of the Convention Registrar as presented in the *LWML Rocky Mountain District Convention Directives Manual*; and
- b. report to regular meetings of the Executive Committee and the Board of Directors at the request of the President.

## SECTION 5

The Deaf Ministry Liaison shall:

- a. serve a term of two (2) years and be eligible for reappointment;
- b. be directly responsible to the Vice President of Gospel Outreach;
- c. actively promote participation of deaf and hard of hearing women in the District by working to engage and invite attendance at District events, thus encouraging their spiritual growth;
- d. promote the webpage on lwml.org that provides links to resources for work with the deaf and hard of hearing women in the District;

- e. network with LCMS Deaf Ministry organizations to learn and share information on deaf ministries in the District; and
- f. serve as a non-voting member of the Board of Directors.

## SECTION 6

The Parliamentarian shall:

- a. serve as advisor on parliamentary procedure upon request;
- b. be coordinator of the Structure Committee; and
- c. report to meetings of the Executive Committee and the Board of Directors and District conventions.

## SECTION 7

The Public Relations Director shall:

- a. serve a term of two (2) years or until a successor is appointed and be eligible for reappointment;
- b. be directly responsible to the President;
- c. work in close cooperation with the Committee on Communications; and
- d. be coordinator of the convention publicity.

# ARTICLE XI – BOARD OF DIRECTORS

## SECTION 1

- a. The Board of Directors shall be the elected officers, appointed officers, zone presidents, and chairmen of Standing Committees. No member shall hold more than one (1) voting position on the Board of Directors. The Pastoral Counselors shall be non-voting advisory members.
- b. When a zone president is unable to attend a Board of Directors meeting or a convention, any elected zone officer shall be authorized to attend as the president's representative 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 annually.
- b. Special meetings of the Board of Directors may be called by written request of the majority of its members or by the Executive Committee. Time and place for holding such meetings shall be determined by the President with the approval of the Executive Committee.
- c. In case of an emergency, action may be taken by mail or electronic messaging.

## SECTION 3

A majority of the membership of the Board of Directors shall constitute a quorum.

## SECTION 4

The Board of Directors shall:

- a. transact the business of the District between conventions;
- b. approve the mission goal work program (budget) for the biennium;
- c. conduct the business of the District as approved in convention;
- d. consider recommendations and resolutions of the Executive Committee;
- e. remove from office, in a Christian way, by two-thirds (2/3) vote, any Board Member who, in the opinion of the Board of Directors, is impeding the work of the LWML; and
- f. elect a President in the event a vacancy occurs in that office. The vacancy shall be filled by a ballot vote. The candidates eligible to fill the vacancy shall be the two (2) Vice Presidents who are serving in the third or fourth year of their term of office. If there is no regularly scheduled meeting of the Board within 30 (thirty) days of the vacancy, the vote shall be by mail ballot or electronic messaging. This vote shall be presented at the next Executive Committee meeting for ratification.

# ARTICLE XII – EXECUTIVE COMMITTEE

## SECTION 1

The Executive Committee shall be the elected officers, the Assistant to the President, the Editor, the Planner and the Convention Coordinator. The Pastoral Counselors and the Parliamentarian 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 or electronic messaging. This action shall be presented at the next Executive Committee meeting for ratification.
- b. Special meetings of the Executive Committee may be called by written request of five (5) voting members of the committee.
- c. Five (5) voting members shall constitute a quorum of the Executive Committee.

## SECTION 3

The Executive Committee shall:

- a. transact the necessary business between meetings of the Board of Directors;
- b. evaluate, promote, and coordinate the activities of the District and the LWML in relation to its object, and initiate programs to meet the needs of the members;
- c. approve the financial institution for deposit of funds;
- d. approve the mission work program (budget) for the biennium;
- e. plan and supervise the program for convention;
- f. assist the District President in the appointment of the appointed officers and standing committees;
- g. approve all appointments made unless otherwise provided for in these bylaws;
- h. consider and approve membership applications; and
- i. fill vacancies occurring in elected or appointed offices, except in the office of President (See Article XI, Section 4h).

# ARTICLE XIII – PASTORAL COUNSELORS

## SECTION 1

- a. The Pastoral Counselors shall be two (2) pastors of the Rocky Mountain District of the LCMS, full-time or retired.
- b. They shall serve a term of four (4) years and be ineligible for reelection. One (1) Pastoral Counselor shall be elected at each convention.

## SECTION 2

The Pastoral Counselors shall:

- a. serve the District in an advisory capacity;
- b. attend District conventions and meetings of the Board of Directors and Executive Committee, as nonvoting members; and
- c. attend, when possible, the zone fall rallies.

## SECTION 3

The Junior Pastoral Counselor shall attend the LWML convention with the senior Pastoral Counselor as alternate.

## SECTION 4

In the event of a vacancy in the office of Pastoral Counselor, previous nominees shall be asked by the District President to fill the vacancy, subject to the approval of the LCMS District President.

- a. Nominees shall be asked in the following order:
  - 1) runner-up in the immediate past election;
  - 2) runner-up in a previous election;
  - 3) one of the nominees from the immediate past election not placed on the slate as a candidate; or
  - 4) appointment by the LWML RMD President.
- b. The Executive Committee shall approve the final appointment.

# ARTICLE XIV – STANDING COMMITTEES

## SECTION 1

- a. The Standing Committees may include:
  - 1) Christian Life
  - 2) Committee on Teens
  - 3) Committee on Young Women
  - 4) Events Planning
  - 5) Heart to Heart Sisters
  - 6) Leader Development
  - 7) Mission Grants
  - 8) Mission Servants
  - 9) Scholarship
  - 10) Structure
- b. Committee members shall be appointed by the President with the approval of the Executive Committee.
- c. 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 Committee Chairman is the Vice President of Christian Life. The Christian Life Committee, consisting of four (4) or more members, shall:

- a. encourage active participation in and provide materials for conducting Christian Life programs by the District, zones, and groups;
- b. have one (1) member serve as the Christian Resources Editor to accept devotions and Bible Studies to be considered by the national committee for possible publication;
- c. have the Pastoral Counselors as advisory members; and
- d. have its chairman report to each meeting of the Executive Committee and the Board of Directors and to the District convention.

## SECTION 3

The Committee on Teens Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Committee on Teens, consisting of three (3) or more members appointed by the President shall:

- a. be responsible to the Vice President of Servant Resources;
- b. promote and develop activities for teens at conventions; and
- c. have its chairman report to each regular meeting of the Board of Directors and to the District convention.

## SECTION 4

The Committee on Young Women Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Committee on Young Women, consisting of three (3) or more members, shall:

- a. be responsible to the Vice President of Servant Resources;
- b. promote and develop programs to include young women;
- c. encourage young women to apply to be Young Woman Representatives to the LWML and District conventions; and
- d. have its chairman report to each regular meeting of the Board of Directors and to the District convention.

## SECTION 5

The Events Planning Committee Chairman is the Convention Coordinator. The Events Planning Committee, consisting of three (3) or more members, shall:

- a. research possible speakers and programs for District conventions;
- b. recommend possible events to the Executive Committee; and
- c. have its chairman report to each meeting of the Executive Committee and Board of Directors and to the District convention.

## SECTION 6

The Heart to Heart Sisters Committee Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Heart to Heart Sisters Committee, consisting of three (3) or more members, shall:

- a. be responsible to the Vice President of Gospel Outreach;
- b. identify, develop, support, and encourage women leaders in ethnic ministries, thus celebrating the gifts God has given the church;
- c. identify and encourage cross-cultural opportunities within the District and LWML, thus emphasizing the church's rich diversity; and
- d. have its chairman report to each meeting of the Board of Directors and to the District convention.

## SECTION 7

The Leader Development Committee Chairman is the Vice President of Servant Resources. The Leader Development Committee, consisting of three (3) or more members, shall:

- a. encourage and equip women to reach out in love;
- b. provide materials and training to enable each member to increase skills for leadership in LWML;
- c. create and provide ideas, techniques, and resources that will enrich and stimulate individuals to increase the membership within their groups; and
- d. have its chairman report to each meeting of the Executive Committee and Board of Directors and to the District convention.

## SECTION 8

The Mission Grants Committee Chairman is the Vice President of Gospel Outreach. The Mission Grants Committee, consisting of three (3) or more members, shall:

- a. encourage active participation in and provide materials and suggestions for greater mission consciousness among women of the District;
- b. receive, investigate, and evaluate all requests for grants;
- c. select the mission grant proposals to appear on the ballot, with approval of the District Board of Directors, to be presented to the District convention;

- d. provide each member group with a copy of the mission grant proposals at least thirty (30) days prior to the convention date;
- e. make an impartial presentation of the mission grant proposals to the convention; and
- f. have its chairman report to each meeting of the Executive Committee and Board of Directors and to the District convention.

## SECTION 9

The Mission Servants Committee Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Mission Servants Committee, consisting of three (3) or more members, shall:

- a. be responsible to the Vice President of Gospel Outreach;
- b. alert members to opportunities and challenges for human care in the church, community, and world;
- c. encourage active participation in and provide materials and suggestions for human care programs; and
- d. have its chairman report to each meeting of the Executive Committee and Board of Directors and to the District convention.

## SECTION 10

The Scholarship Committee Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Scholarship Committee, consisting of three (3) or more members, shall:

- a. be responsible to the Vice President of Gospel Outreach;
- b. determine the number of scholarships to be given each year, recipient(s), the amount of each scholarship, and the duration of the scholarship(s);
- c. have its chairman present names of recipients to the Executive Committee for ratification;
- d. notify recipients of their awards;
- e. be responsible for all publicity of the application process and for recipient announcement; and
- f. have its chairman report to each regular meeting of the Board of Directors and to the District convention.

## SECTION 11

The Structure Committee Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Structure Committee, consisting of three (3) or more members, shall:

- a. be responsible to the Parliamentarian;
- b. study the bylaws of the District;
- c. submit to the Board of Directors for consideration such amendments as it deems advisable;
- d. submit such amendments to the LWML Structure Committee Chairman for approval;
- e. submit proposed amendments to the convention;
- f. after convention approval of the amendments, email updated bylaws and standing rules to the LWML Structure Chairman for filing;
- g. receive and examine zone and group bylaws and amendments and approve those not in conflict with the bylaws of LWML and the District; and
- h. have its chairman report to each regular meeting of the Board of Directors and to the District convention.

## ARTICLE XV – OFFICIAL PUBLICATION

### SECTION 1

The official publication of the District shall be called the *Tidings*. It shall be published electronically six (6) times a year.

### SECTION 2

The purpose of the *Tidings* shall be:

- a. to promote the object of LWML; and
- b. to inform the District members of the activities of the District, zones, and groups.



# ARTICLE XVI – MISSION PROPOSALS AND GRANTS

## SECTION 1

- a. Mission proposals may be submitted by individual members, groups, zones, and LCMS boards.
- b. The required number of copies of the proposal must be submitted to the Vice President of Gospel Outreach by December 1 preceding the convention year.
- c. Mission grants, not to exceed one thousand dollars (\$1,000), may be issued upon request, between conventions for mission work at the direction of the Executive Committee or the Board of Directors.
- d. Scholarship grants shall be included as an ongoing budget item.

## SECTION 2

The Mission Grants Committee Chairman shall:

- a. submit to the LCMS Rocky Mountain District Executive Secretary for Missions for evaluation and approval all grants to be used within the Rocky Mountain District; and
- b. submit to the LCMS Executive Secretary for World Mission for evaluation and approval all grants to be used outside of the Rocky Mountain District.

## SECTION 3

- a. Funds approved for a mission grant must be disbursed or put into use within two (2) biennia, the biennium in which it was voted upon and the one following, or be returned to the District treasury.
- b. In the event that changes in mission grant plans arise because of changing conditions, the Board of Directors shall be authorized to act, either in session, by mail or by electronic messaging.

## ARTICLE XVII – RESOLUTIONS

### SECTION 1

Resolutions, other than for mission grants, may be presented to a convention by groups or zones. Such resolutions shall be submitted in the number of copies required to the District President by January 1 of the convention year.

### SECTION 2

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

## ARTICLE XVIII – FINANCES

### SECTION 1

- a. Voluntary offerings in the groups shall be collected through Mite Boxes or other means.
- b. Mite offerings shall be remitted to the District Treasurer.
- c. The District Treasurer shall remit twenty-five percent (25%) of the voluntary mite offerings to the LWML at least four (4) times a year for approved mission grants and administration of the LWML.
- d. The District shall retain seventy-five percent (75%) in its treasury for approved mission grants and administration of the District.

### SECTION 2

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

## ARTICLE XIX – FISCAL YEAR

The fiscal year of the District shall be from April 1 to March 31 inclusive. The Treasurer shall adhere to these dates in closing the books.

## ARTICLE XX – RESIGNATIONS AND DISSOLUTION

### SECTION 1

Any group which desires to sever its connections with the District shall submit to the District President a written resignation giving reasons for such action. The resignation shall be acted upon by the Executive Committee.

### SECTION 2

The District cannot be dissolved so long as five (5) groups demand its continuance. In case of dissolution, all properties are to be kept in trust by the Treasurer of the LCMS Rocky Mountain District.

## ARTICLE XXI – EMERGENCY ACTION

In the event of an 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 District 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 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. This shall be approved by the Board of Directors.

## ARTICLE XXII – PARLIAMENTARY AUTHORITY

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

## ARTICLE XXIII – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the convention. The proposed amendments shall have been approved by the LWML Structure Committee, presented for approval to the District Board of Directors, and published in the *Tidings* in an issue previous to the convention or in a mailing to the delegates. 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.

Revised and Adopted May 13, 1988

Updated and Amended June 11, 1992

Updated and Amended June 08, 1996

Updated and Amended June 12, 1998

Updated and Amended June 10, 2000

Updated and Amended June 22, 2002

Updated and Amended June 12, 2004

Updated and Amended June 30, 2006

Updated and Amended June 21, 2008

Updated and Amended June 12, 2010

Updated and Amended June 23, 2012

Updated and Amended June 21, 2014

Updated and Amended June 11, 2016

Updated and Amended June 10, 2018

Updated and Amended June 06, 2020

Updated and Amended June 04, 2022

# STANDING RULES

## GENERAL

1. The official district publication, Tidings, shall be published in July, September, November, January, March, and May. The July issue, in the even-numbered years, shall be a complete coverage of the District convention including the business transacted and convention highlights.
2. A complimentary one (1) year subscription of ten (10) copies of the Lutheran Woman's Quarterly shall be sent by the Assistant to the Treasurer to a group when it applies for membership in the District.
3. Individual subscriptions for the Lutheran Woman's Quarterly shall be ordered from the LWML office or the District Assistant to the Treasurer.
4. The Vice President of Communications shall be the coordinator for the district banner taken to the LWML convention and for the zone banners brought to District conventions. She shall maintain and update the LWML display board to be used at LWML and LCMS events.
5. The Code of Ethics and Conflict of Interest Policy shall be signed and adhered to by:
  - a. all volunteer and contracted District personnel and be submitted to the Planner;
  - b. members of the Executive Committee which is comprised of elected officers, appointed officers, and Pastoral Counselors, each biennium at the initial meeting of that body and submitted to the Planner; and
  - c. members of the Board of Directors who are not Executive Committee members, each biennium at the initial meeting of that body and submitted to the Planner.
6. For District meetings the Events Participation Information, Acknowledgment, Waiver and Release Form shall be signed and adhered to by:
  - a. all participants, volunteers and contracted District personnel and be submitted to the Planner;
  - b. members of the Executive Committee which is comprised of elected officers, appointed officers, and Pastoral Counselors, each

biennium at the initial meeting of that body and submitted to the Planner; and

- c. members of the Board of Directors who are not Executive Committee members each biennium at the initial meeting of that body and submitted to the Planner.

## CONVENTIONS

7. Pastors shall be guests of the District at District conventions and shall not be required to pay the registration fee.
8. More than one (1) freewill offering may be gathered at a District convention. The first offering shall be for the Mite goal adopted for the upcoming biennium. Recipients of subsequent offerings shall be selected by the Board of Directors preceding a convention. Requests should be submitted for consideration to the Executive Committee by November 1 in the year prior to convention.
9. Two (2) young women shall be elected by the Board of Directors in the odd-numbered years to be Young Woman Representatives at the LWML Convention according to guidelines in the Directives for the Leader Development Committee. The two (2) candidates receiving the highest number of votes shall be the representatives with the two (2) candidates receiving the next highest number of votes as alternates. The two (2) representatives elected may not be from the same zone.
10. The names of the certified delegates shall be in the hands of the LWML Recording Secretary by March 1 in the odd-numbered years.
11. At District conventions any organization having a proposal on the mission grants ballot may not have a display in the convention site until after the vote has been taken.

## FINANCIAL & CONVENTION EXPENSES

12. A memorial of \$25 shall be given from the District treasury to the LWML upon the death of a present or past District President or her spouse.
13. Expenses for the District representative(s) to attend special LWML training programs shall be paid from the District treasury upon approval of the Executive Committee.

14. The District will pay expenses to send the Archivist-Historian to the national Archivist-Historian Conference held biannually.
15. All vouchers presented for legitimately incurred expenditures shall be sent to the District President first for approval. The expenditure vouchers presented by the District President shall be sent to the Vice President of Gospel Outreach for approval.
16. Expenses including travel, lodging, meals, and registration for an individual running for a national LWML office shall be paid from the District treasury if her expenses are not paid by LWML. Travel shall be paid as stated in Standing Rule #18 and lodging shall be paid at the rate of four (4) persons per room.
17. Expenses, including travel, lodging, meal package and registration for the District convention shall be paid from the District treasury for all guest speakers. The Executive Committee will determine honoraria on an individual basis.
18. Expenses for meetings of the Board of Directors, the Executive Committee, the Standing Committees, and other routine and/or administrative expenses incurred in the management of the District shall be paid from the District treasury. Auto travel shall be paid at the rate of thirty-five (35) cents per mile up to the cost of the least expensive convenient airfare. Airline travel shall be paid at the lowest available airfare. District members who fly are expected to be good stewards by seeking the least expensive airfare and booking their flights early to obtain the best price possible. These rulings shall apply also to travel expenses in Standing Rules #16, #17, #19, #20, and #21.
19. Expenses including travel, lodging, meals, and registration for representation of the Executive Committee at the fall zone rallies shall be paid from the District treasury for the District President, or her representative, and one (1) other elected officer. Other district officers are also encouraged to attend. A unified verbal report will be given by the District representatives in attendance. If the duplicate scheduling of fall rallies makes it impossible for the District President to attend a particular zone rally, she shall be encouraged to represent the Executive Committee, at District expense, at another activity of that zone on another date.

20. Expenses including travel, lodging and meal package to a District convention shall be paid from the District treasury for the following: Board of Directors, Standing Committees, Chairman and Assistant Chairman of the convention, one (1) Registration Chairman, and Parliamentarian. Travel expenses shall be paid as listed in Standing Rule #18. Lodging shall be paid at the rate of four (4) persons per room. All rooms shall be paid for only the actual dates of the District convention.
21. Expenses including travel, lodging, registration, and meal packages to an LWML convention shall be paid from the District Delegate Fund for the following: the District President (those not borne by LWML), all certified delegates, one (1) District Pastoral Counselor, two (2) District Vice Presidents and two (2) Young Woman Representatives. Travel shall be paid as described in Standing Rule #18. Lodging shall be paid at a rate of four (4) persons per room except for the Pastoral Counselor and the two (2) Young Woman Representatives. The Pastoral Counselor's room shall be paid at a rate of two (2) persons per room. The Young Woman Representatives' room shall be paid at a rate of two (2) persons per room or as otherwise specified by LWML. All rooms shall be paid for only the actual dates of the LWML convention.
22. To support the District Delegate Fund, the zone presidents shall create an awareness of this financial need and request support from the total membership of each group by personal letter before the zone rallies, suggestion a contribution of three (3) dollars per member per year as the group rally offering.

## MISCELLANEOUS

23. These standing rules may be amended or rescinded by the District Board of Directors by a two-thirds ( $2/3$ ) vote at any regular meeting without previous notice, or by a majority vote if notice of proposed action was given at the previous regular meeting or in the call for the upcoming meeting. A majority may suspend a rule at any meeting without previous notice.