

# Bylaws of Zion Lutheran LWML

## ARTICLE I – MEETINGS

1. Meetings of the Circles shall be held monthly following the Executive Board meeting, with exception of January and September, when there will be a combined Circle meeting. Luncheons will be held as set by the executive board and will be open to invited guests.
2. Meetings of the Circles shall meet in the Church unless otherwise designated by the Co-Chairmen.
3. Special meetings of the Zion Lutheran LWML may be called by the President or the Executive Board.
4. Members present at a regular or special meeting of the Zion Lutheran LWML that has been legally announced shall constitute a quorum for the transaction of business.

## ARTICLE II – DUTIES OF MEMBERS

1. It shall be the duty of members of the Zion Lutheran LWML to assist by word and deed the officers of the Zion Lutheran LWML in the furtherance of the objectives of the Zion Lutheran LWML. Members shall be encouraged to:
  - a. Attend all meetings regularly
  - b. Hold office
  - c. Cast their vote
  - d. Participate in free will offerings and Mite offerings

## ARTICLE III – DUTIES OF ZION LUTHERAN LWML OFFICERS

1. The President shall:
  - a. Preside at all meetings of the Zion Lutheran LWML and Executive Board for a term of one year.
  - b. Appoint all Standing Committee Chairmen.
  - c. Be responsible for implementing resolutions adopted by the Zion Lutheran LWML.
  - d. Be ex-officio member of all committees and perform such other duties as shall be assigned to her by the Zion Lutheran LWML.
  - e. Become Past President after serving a one-year term.
2. The Vice President shall:
  - a. Preside at those meetings of the Zion Lutheran LWML when the President is unable to attend and assume duties assigned to her by the President for a term of one year.
  - b. Be Publicity President – Announcing meetings and activities of the Zion Lutheran LWML and Circles in the Church bulletin and district news.
  - c. Maintain an accurate and up-to-date Constitution.
  - d. Become President after serving a one-year term and then move into the Past President position the following year.
3. The Past President shall:
  - a. Serve on the Executive Board as a guide/mentor for a term of one year.
4. The Secretary shall:
  - a. Record the minutes of the meetings of the Zion Lutheran LWML and of the Executive Board and keep same in a book provided for that purpose.
  - b. Keep a complete membership list, including officers of the Zion Lutheran LWML and Circles which will then be distributed in the February meetings.
  - c. Conduct all correspondence of the Zion Lutheran LWML and perform such other duties as normally fall to the office of Secretary.

- d. Furnish a copy of the minutes to all board members (including the Zion Lutheran LWML Historian) and to the church office manager after each meeting.
5. The Treasurer shall:
    - a. Have charge of all funds of the Zion Lutheran LWML and shall pay all bills approved by the Zion Lutheran LWML.
    - b. Keep a record of all receipts and disbursements and make a monthly report to the Executive Board.
    - c. Submit audited report to the President by December 31.
    - d. Remit all monies collected or allocated for memorials or scholarships to the designated fund or organization.
    - e. Furnish a copy of the monthly report to all board members (including the Zion Lutheran LWML Historian).
  6. The Co-Chairmen of the Circles shall:
    - a. Preside at all meeting of the Circles.
    - b. Report on Circles activities at meetings of the Executive Board.
    - c. Attend meeting of the Executive Board or secure an alternate.
    - d. Serve as the nominating committee when it is time to fill positions on the Executive Board.
  7. The Executive Board shall:
    - a. Administer the affairs of the Zion Lutheran LWML.
    - b. Cause to be audited the accounts of the Treasurer prior to December 31.
    - c. Ordinarily meet at least once each month to receive reports of the Circle Co-Chairmen and to discuss and perfect resolutions and recommendations to be presented at the meetings of the Circles.
    - d. Present yearly budget for discussion in October to be approved the November Circle meetings.
    - e. The individual outgoing officers will meet with the incoming officers to explain procedures, duties and turn over all records prior to January 1.

#### ARTICLE IV – STANDING COMMITTEES

1. The Zion Lutheran LWML President shall appoint the Chairmen of the following Standing Committees:
  - a. Library
  - b. Fundraising and Special Events
2. The Zion Lutheran LWML President shall appoint a Coordinator in charge of:
  - a. Missions Coordinator
  - b. Research Coordinator
  - c. LWML Resources Coordinator
  - d. Archivist/Historian

#### ARTICLE V – DUTIES OF STANDING COMMITTEES

1. The Library Committee shall:
  - a. Keep the library in order.
  - b. Keep a record of books checked out and returned.
  - c. Order any new books that would add to the usefulness of the Library.
  - d. Inventory yearly for outdated and duplicated materials.
  - e. Shall prepare a written report by December 31 to be included in Zion Lutheran LWML Yearly Reports.

2. The Nominating Committee shall:
  - a. Prepare and present the slate of new officers at the October Executive Board meeting.
3. The fundraising and Special Events Committee shall:
  - a. Perform duties as requested by the Executive Board.
  - b. Prepare a written report by December 31 to be included in Zion Lutheran LWML Yearly Reports.
4. Duties of Appointed Coordinators:
  - A. Mission Coordinator shall:
    - a. Prepare a written report by December 31 to be included in Zion Lutheran LWML Yearly Reports.
    - b. Perform other duties as set forth in the guidelines and as requested by the Executive Board.
  - B. Research Coordinator shall:
    - a. Prepare a written report by December 31 to be included in Zion Lutheran LWML Yearly Reports.
    - b. Perform other duties as set forth in the guidelines and as requested by the Executive Board.
  - C. LWML Resources Coordinator shall:
    - a. Prepare a written report by December 31 to be included in Zion Lutheran LWML Yearly Report.
    - b. Perform other duties as set forth in the guidelines and as requested by the Executive Board.
  - D. Archivist/Historian shall:
    - a. Keep a record of activities of Zion LWML and a file of Zone, District and National Projects and events.

#### ARTICLE VI – FUNCTIONS OF THE CIRCLES

1. The Circles of the Zion Lutheran LWML shall ordinarily meet once each designated month and shall elect the following officers in the November meeting: [Co-] Chairman and Secretary-Treasurer.
2. All meetings of the Circles shall have devotion and/or a topic discussion.
  - a. All requested voting shall be by ballot; favored or opposed.
  - b. Mission projects are encouraged; one fundraising project is suggested.

#### ARTICLE VII – DUTIES OF CIRCLE OFFICERS

1. The [Co-]Chairmen shall:
  - a. Perform the duties of her office as stated in Article III, Section 5 of the By-Laws.
2. The Secretary-Treasurer shall:
  - a. Keep an accurate record of the meetings of the Circles in a book provided by the Zion Lutheran LWML.
  - b. Remit at least monthly to the Treasurer of the Zion Lutheran LWML all funds collected by the Circle of the Zion Lutheran LWML treasury.
  - c. Notify the Secretary of the Zion Lutheran LWML of all membership changes.

#### ARTICLE VII – ELECTIONS

1. Elections of Circle officers of the Zion Lutheran LWML shall be held at the November Circle meetings and installed in January during Church Services along with the other Church Officers.
2. A Vice President of the Zion Lutheran LWML shall be elected each year. After serving in the role of Vice President for one year, she will move to President for the following year. After serving in the role of President for one year, she will move to Past President for the following year.
3. Secretary and Treasurer Officers of the Zion Lutheran LWML shall be elected **in alternating years** to serve for two years.
4. All elections of Zion Lutheran LWML and Circle officers shall be by ballot. A majority of the votes cast shall be necessary for election.

## ARTICLE IX – OFFERINGS

There will be no dues to be a member of the Zion Lutheran LWML or Circles. A freewill offering will be collected at each meeting for Mite boxes and General Fund.

## ARTICLE X – DISSOLUTION

This Zion Lutheran LWML cannot be dissolved as long as  $\frac{1}{4}$  of the membership is opposed to dissolution. In case of dissolution, the money and property of the Zion Lutheran LWML shall be given to the congregation.

## ARTICLE XI – RULES OF ORDER

Robert's Rules of Order, revised, shall govern the proceedings of all meetings except where they are in conflict with the provisions of this constitution and By-Laws.

## ARTICLE XII – AMMENDMENTS

These By-Laws will be amended at a regular or special meeting of the Zion Lutheran LWML provided that the proposed amendment has been submitted in writing at the previous meeting of the Circles. A  $\frac{2}{3}$  vote favoring the amendment shall be necessary to adopt a proposed amendment.

### Standing Rules:

1. The amount of money to be contributed by the Zion Lutheran LWML for memorials shall be \$50.00 on the occasion of the funeral of a Zion Lutheran LWML member. The money is to be given to such a cause as is designated by the Zion Lutheran LWML.
2. The Zion Lutheran LWML shall pay the expenses of 2 duly elected delegates to the State conventions of the Lutheran Women's Missionary League.
3. Standing rules may be amended or suspended at a regular or special meeting of the Zion Lutheran LWML by a majority vote favoring such amendment or suspension.

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