

- 1) Membership
 - a) Formation of a new Iowa East District (hereinafter referred to as IED) group
 - i) Application (found on District website) for membership as a local group shall be made to the District Board of Directors (BOD) for approval
 - ii) Completed application, signed by the local group's pastor, shall be sent to the District President
 - iii) Official Record form shall be sent to the new group's president/contact person for completion and returned to the District Registrar
 - iv) Welcome letter will be sent to the group (A commemorative Certificate of membership is available upon request.)
 - b) Disbanding a group:
 - i) A group wishing to disband will notify the District President in writing
 - ii) In the event of a church closure, the associated group(s) will automatically be disbanded
 - c) Formation of a new Zone
 - i) By mutual consent of all parties concerned, a petition shall be drawn up and sent to the BOD
 - ii) After consideration and approval by the BOD, the new Zone may be formed
 - iii) The Zone concerned shall proceed to organize: call a meeting, elect officers, and write Bylaws-
- 2) Elected Officers (President, VP Christian Life, VP Communication, VP Gospel Outreach, VP Human Care, VP Organizational Resources, Financial Secretary, Recording Secretary, and Treasurer)
 - a) General Requirements
 - i) Member of LWML
 - ii) Become familiar with all sections of the Bylaws pertaining to one's position
 - iii) Responsible to the President
 - b) General Duties of all Elected Officers
 - i) May perform the duties of President in the absence of, or at the request of, the President
 - ii) Attend all Executive Committee and Board of Directors meetings
 - iii) Serve as department coordinator
 - iv) Encourage each member of the department to become familiar with applicable sections of the IED Procedures Manual
 - v) Plan for and preside at Departmental meetings
 - vi) Review IED Procedure Manual periodically submitting all potential changes to the VP of Organizational Resources
 - vii) Oversee Convention activities for the department

- (1) Serve as liaison between the Board of Directors and Departmental Committees for convention assignments
- (2) Ensure all Departmental assignments for the convention are carried out by the Committees as assigned by the President and Board of Directors
- c) Duties Specific to the President
 - i) Preside at conventions of the IED and at all meetings of the Board of Directors and Executive Committee. Responsible for appointing Departmental Committees, appointed personnel and special Committees with approval of the Board of Directors
 - ii) Set date and site for Board of Directors and Executive Committee meetings in consultation with Meeting Manager
 - iii) Prepare official Call to Meeting and agenda for meetings
 - iv) Appoint all Departmental Committees and Appointed Personnel, with approval of Board of Directors
 - v) Prepare convention agenda
- d) Duties specific to VP of Christian Life (The Christian Life Department includes the Christian Life Committee.)
 - i) Encourage IED members to submit original program resource materials, receive materials & submit to IED Pastoral Counselors for approval, and see that the resources are available for IED usage
 - ii) Oversee all activities of the Christian Life Committee
 - (1) Review all materials and promote all LWML resources being published by Committees
 - (2) Publish information to Zones and groups in the IED *Alive*
 - (3) Oversee LWML store
- e) Duties specific to VP of Communications (The Communication Department includes the Archivist-Historian, Newsletter Coordinator, Webmaster, and GSuite Administrator. Any other positions may be added as appointed by the President and approved by the BOD.)
 - i) Oversee all the activities of the Archivist-Historian
 - ii) Oversee all activities of the Newsletter Coordinator
 - iii) Oversee all activities of G Suite Administrator
 - iv) Oversee all activities of Webmaster
 - v) Oversee Communication Team and host team meetings when needed
 - vi) Conduct all the official correspondence of the IED, subject to the approval of the President
 - vii) Manage Social Media Platforms used by IED
- f) Duties specific to Vice President of Human Care (The Human Care Department includes Human Care Committee.)
 - i) Encourage participation in mission service activities and maintain a list of mission opportunities
 - ii) Oversee Human Care Committee

- g) Duties specific to Vice President of Gospel Outreach (The Gospel Outreach Department includes Mission Grants Committee, Student Aid Committee, and Endowment Fund Committee.)
 - i) Serve as Mission Grants Committee Chairwoman
 - (1) Receive Mission Grant Proposals
 - (2) Forward Mission Grant Proposals to Committee at least (2) months prior to Mission Grants selection meeting
 - (3) Encourage production of materials and programs to raise awareness of Mission Grants and the need for uplifting these programs with prayer and mite offerings
 - (4) Review and approve all products/programs
 - ii) Oversee Student Aid Committee
 - iii) Oversee Endowment Fund Committee
- h) Duties specific to Vice President of Organizational Resources (The Organizational Resources Department includes Structure Committee and Member Development)
 - i) Vacancy President
 - (1) In the event of any emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until the President is able to resume her duties or until the Board of Directors appoints a new President
 - ii) Oversee activities of Structure Committee
 - (1) Submit IED proposed Bylaw amendments by the Committee to the Executive Committee (hereinafter referred to as EC) and BOD
 - (2) Keep up-to-date on all proposed changes in Zone Bylaws
 - (3) Proofread IED Bylaws before publishing and distribution
 - iii) Oversee Member Development Committee
 - (1) Encourage Committee members to develop resources for seeking, developing and supporting all women to participate in LWML
 - (2) Encourage use of the LWML website
 - (3) Assist the Committee in promoting and gathering applications for Young Women Representatives (hereinafter referred to as YWR) at LWML and IED conventions
 - (4) Assist Committee with special programming for YWRs at Convention
 - iv) Submit approved proposed amendments to LWML Structure Committee for review and suggestions
 - v) Present proposed amendments to BOD and delegates at biannual convention
 - vi) Make available current IED Bylaws to all groups
 - vii) Maintain a file of the current Zone Bylaws for each Zone in IED
 - viii) Maintain Procedures Manual
- i) Duties specific to Financial Secretary
 - i) Collect, count and deposit money received for IED.
 - ii) Report donors and honorees for all memorials twice yearly in the IED *Alive*

- iii) Send an acknowledgement to the sender, or family, for all memorial contributions received
- iv) Have records reviewed prior to Convention by a competent person(s) approved by the BOD
- v) Maintain authorized user status of accounts with financial institution to sign checks as needed
- j) Duties specific to Recording Secretary
 - i) Record minutes of EC, Convention and BOD meetings. These minutes will be reviewed by two (2) BOD members, appointed by President
 - ii) Receive credentials of certified delegates and alternates prior to convention
 - iii) Record and submit any changes to Convention Registrar
- k) Duties specific to Treasurer
 - i) Be authorized to sign checks
 - ii) Review and prepare budget
- l) Pastoral Counselors
- 3) Departmental Committees (The Departmental Committees includes Structure, Christian Life, Endowment Fund, Human Care, Member Development, Mission Grants, Student Aid, and Technology/Communication)
 - a) Structure Committee
 - i) 2 Zone Presidents appointed for a term of one (1) year by the President, with the approval of the BOD. The Pastoral Counselors shall serve in an advisory capacity
 - ii) Receive and examine all Zones' proposed Bylaw amendments and approve those not in conflict with the object and polices of IED
 - iii) Examine IED Bylaws biennially, in the odd numbered years, and prepare proposed amendments for submission to the BOD
 - b) Christian Life Committee
 - i) Three members whose three (3) year appointments shall be staggered
 - ii) Each member of the Committee shall serve as chairman in her third year
 - iii) Attend BOD meeting in advisory capacity
 - iv) Encourage and assist in training of individuals as kingdom workers through mission inspiration, mission education, and mission service
 - v) Encourage and promote participation in Christian Life activities at the District, Zone and group level
 - vi) Promote the use of skits, retreats, programs, and other written materials created and published by the LWML or those approved by the Pastoral Counselors
 - vii) Manage inventory and sales of LWML Store merchandise during various District functions
 - c) Endowment Fund Committee
 - i) Three (3) Zone Presidents: two which are members of the Student Aid Committee. All appointed for a one (1) year term by the President with the approval of the BOD

- ii) Meet quarterly as needed, or at least once a year
- iii) Receive, account for, and invest gifts, bequests, and contributions from individuals, firms, or corporations, in money, securities, or in other forms of property in accordance with the “Prudent Man Rule”
- iv) Rely on the advice of the LCMS Foundation’s Gift Planning Counselor and his/her staff as to the acceptability of gifts
- v) Ensure receipts are sent to donors as soon as possible using IRS approved wording
- d) Human Care Committee
 - i) Two (2) Zone Presidents appointed for a term of one year-
 - ii) Research, suggest and promote Human Care projects for the District, Zone and groups including, but not limited to, ingathering projects
 - iii) Prepare a Human Care display for the convention
- e) Member Development Committee
 - i) Three (3) members whose three (3) year appointments shall be staggered
 - ii) Each member of the Committee shall serve as chairman in her third year.
 - iii) Develop and distribute Member Development information to groups, encouraging them in the continued use of programs to improve group functioning and enhance leader development
 - iv) Receive, review and make recommendations to BOD concerning YWR applications accepted for the IED and LWML conventions
 - v) Organize special programing for the YWRs attending the IED convention
 - vi) Attend to the YWRs at the IED and LWML conventions
 - vii) Conduct seminars and training sessions at the District, Zone and group level as requested
- f) Mission Grants Committee
 - i) Two (2) Zone Presidents appointed for a term of one (1) year
 - ii) Establish guidelines for mission grant proposals
 - iii) Mission Grants Committee chairman shall send a copy of each grant proposal to the President, the two (2) members of the Mission Grants Committee and the two (2) Pastoral Counselors at least two (2) weeks before the Committee meets
 - iv) Send Qualified grant proposals accepted by the Committee to the IDE LCMS President for his signature
 - v) The qualified grant proposals shall then be presented to the BOD for discussion and approval
 - vi) The grant proposals accepted by the BOD, with the approval of the IDE LCMS President, shall be published prior to the IED Convention in the IED newsletter
 - vii) Prepare mission grant ballots for the IED convention
 - viii) An individual or organization which had received grant funds at the immediately preceding convention may not request additional grant funds for an identical purpose

- g) Student Aid Committee
 - i) Two (2) Zone presidents for a term of one (1) year
 - ii) Establish guidelines for the Student Aid requests with the approval of the BOD
 - iii) Receive, review and recommend requests for tuition assistance
 - iv) Oversee the disbursements of scholarship funds and correspond with recipients
- 4) Appointed Personnel
 - a) General Requirements
 - i) Member of LWML
 - ii) Become familiar with all sections of the Bylaws pertaining to one's position
 - iii) Appointed by the President to a term of two (2) years and eligible for reappointment
 - iv) Attend meetings as advisory member
 - v) Responsible to the President, unless otherwise indicated below
 - b) Parliamentarian
 - i) Advise the presiding officer in responding to points of order and parliamentary inquiries
 - ii) Generally provide advice on conducting the meeting according to the rules – Bylaws and Robert's Rules of Order Newly Revised
 - iii) Track speaking time during convention when such is specified and limited.
 - c) Speakers Bureau Coordinator
 - i) Promote mission education
 - ii) Submit proposed speakers to one of the Pastoral Counselors for approval
 - iii) Maintain an approved list of speakers available for rally/workshop/retreat presentations
 - d) Short-Term Mission Coordinator
 - e) Heart-to-Heart Coordinator
 - f) Retreat Chairwoman and Co-Chairwoman
 - i) All duties of the retreat Planning Chairwoman and Co-Chairwoman are indicated in the Retreat Planning guide
 - g) Meeting Manager
 - i) Update BOD roster quarterly
 - ii) Create and/or proofread Call to Meeting and send out one month in advance
 - iii) Record attendance at BOD meetings. Ensure absent members send an elected member from their Zone for voting. Ensure the alternate voting member has access to all pre-meeting materials
 - iv) Send emails to the BOD as directed from the President
 - v) Maintain accurate name plaque cards - color coded for voting
 - vi) Help prepare meeting space as needed
 - vii) Assist President during BOD meetings. Ex: make copies
 - viii) Prepare a report for BOD meetings

- ix) Receive Zone Gathering information from the Zone Presidents and compile for the President
- x) Create and maintain master directory of all IED Board of Directors, Departmental Committees, Appointed Personnel for internal use
- xi) Distribute for signature the Code of Ethics and Conflict of Interest and Confidentiality Agreement forms to all those involved in the BOD
- h) Convention Manager
 - i) All duties of the Convention Manager are indicated in the Convention Planning Manual
- i) District Registrar
 - i) Send welcome letter and membership certificates upon approval
 - ii) Maintain a complete list of group record forms
 - iii) Maintain a mailing list for the *Lutheran Woman's Quarterly* and *Alive* newsletter
 - iv) Distribute record forms for the group membership file and to each group to be returned to: 1. IED President, 2. IED Vice President of Communication, 3. IED Financial Secretary, 4. Zone President
- j) Archivist-Historian
 - i) Appointed by the President, with approval of the Board of Directors, for a term of two (2) years and may be reappointed
 - ii) Keep a record of all pertinent items and happenings of IED
 - iii) Submit a biennial report to the IDE LCMS Archives, IED President, and LWML Archives
 - iv) Attend Board of Directors meeting serving in an advisory capacity
 - v) Reports to the VP of Communication
- k) Newsletter Coordinator
 - i) Create and distribute yearly outline including selecting the themes for each issue
 - ii) Attend BOD meetings as a reporter
 - iii) Prepare reports for BOD meetings
 - iv) Member of IED Convention Steering Committee
 - v) Take calls and answer emails when questions arise
 - vi) Prepare four issues of the *Alive* newsletter each year
 - (1) Send reminder email a week ahead of news deadline to the BOD to make sure everyone that needs to contribute knows and remembers
 - (2) Compile all news submitted and ask for missing information to be submitted
 - (3) Proof all material and send along to the President, VP of Communication and Assistant Newsletter Coordinator to proof as well
 - (4) Ask for help from the Assistant Newsletter Coordinator as needed
 - (5) Create issue outline and submit to Print Express with all materials
 - (6) Work with Print Express to review proofs

- (7) Send proof out to President, Financial Secretary, Pastoral Counselors, VP of Communication and Assistant Newsletter Coordinator for final proof and review
 - (8) Make final edits with Print Express and send to print
 - (9) Responsible to the VP of Communication
 - l) Assistant Newsletter Coordinator
 - i) Responsible to the VP of Communication
 - m) G Suite Administrator
 - i) Responsible to the VP of Communication
 - n) Webmaster
 - i) Appointed by President, with approval of the Board of Directors, in even numbered years for a term of two (2) years and may be reappointed
 - ii) Maintain website and provide information and links for social media platforms used by LWML IED
 - iii) Keep website up-to-date by posting information provided by BOD, Zones or groups formatting submitted material as needed.
 - iv) Obtain doctrinal review for updates/posts when theology is presented. Photos, highlights, schedules, etc. which do not include a theological inference can be posted without doctrinal review
 - v) Responsible to the VP of Communication
- 5) Standing Rules
- a) The main purpose of missionary speakers shall be to furnish knowledge and inspiration for mission activities rather than to promote immediate contributions
 - b) The BOD will not hear requests for funds or grant proposals at Board meetings
 - c) Mileage shall be reimbursed at a rate to be determined yearly by the BOD at the first meeting of each calendar year
 - d) It is recommended a representative of the BOD attend Zone gatherings. The President and/or any other representative from the BOD shall receive reimbursement for mileage and meal, if not otherwise provided
 - e) The IED will consider assisting the Zones in paying the expenses of Zone delegates to the LWML convention, if necessary
 - f) Societies that become inactive shall be given two (2) subscriptions to the *Lutheran Woman's Quarterly* and the IED *Alive* newsletters from IED
 - g) A memorial donation of fifty dollars (\$50) will be sent to the endowment fund in honor of past IED Presidents who have received their Crown of Glory-
 - h) The first offering at each IED convention shall be for IED mission grants
 - i) Thrivent Choice Dollars will be designated for the Endowment Fund
 - j) All past District Presidents of the IED will have their IED Convention registration paid for by the IED for their lifetime