Lutheran Women's Missionary League

Iowa East District Bylaws

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Article I NAME

The name of this organization shall be Lutheran Women's Missionary League Iowa East District (hereinafter referred to as IED), a subordinate organization of the Lutheran Women's Missionary League. The Lutheran Women's Missionary League (hereinafter referred to as LWML) is an integrated auxiliary 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 maintain a greater mission consciousness among the women of the IED through mission education, mission inspiration, and mission service;

B. to gather funds for the support of adopted IED and LWML mission grants.

Article III MEMBERS

Section 1

A woman who is a communicant member of an LCMS congregation is eligible for membership as an individual or in a group. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for the membership as groups.

Section 2
For membership participation in IED, it is necessary to secure a resolution of the local society or organized group and the approval of the local congregation.

Section 3
Women who hold membership in an LCMS congregation may form a group in a setting other than a congregation (*e.g., campus or resident home*) upon approval of the IED EC.

Section 4
Individual membership is not considered a unit. Refer to *LWML Guidelines for Individual Membership* for information regarding this process.

Article IV STRUCTURE

The LWML is composed of local units of the LCMS within the congregation or another setting. These units are united to form zones, zones are united to form districts according to LCMS lines where possible, and districts are united to form the LWML.

Article V DISTRICT ORGANIZATION THROUGH ZONES

Section 1
Zones shall be geographically aligned with the Iowa District East Circuit lines, as much as possible. Changes to the alignment shall be approved by the LWML IED Board of Directors

Section 2
The zone shall be the unit of representation at LWML conventions.

Section 3
Zones shall assist in promoting IED programs.

Section 4
Each zone shall adopt bylaws that are not in conflict with IED or LWML bylaws.

Section 5
Each zone shall pay the expenses of its delegate to the LWML convention with help from the IED, if necessary.

Section 6
The procedures for forming a new zone are set forth in the IED Procedures Manual.

Article VI CONVENTIONS AND REPRESENTATION

Section 1
IED shall hold its convention biennially in the even-numbered years.

Section 2
The Convention Committee, appointed by the President with the approval of the BOD, shall include the Vice President of Communication, the Convention Co-Chairmen, the Newsletter Editor, the Public Relations Director, the Recording Secretary, the Vice President of Organizational Resources, the Treasurer, the Counselors, present Host Zone President and Next Host Zone President, and others at the discretion of the President.

A. work with the Host Committee;

B. plan the convention program;

C. be responsible for delegate registrations;

D. ensure that the convention manual is published;

E. assist with convention-related issues.

Section 3
Convention shall be a delegate body organized as outlined below:

A. Each unit (as defined by LWML bylaws in Article III Section 3) shall be entitled to two (2) delegates;

B. Delegates of member units and elected members of the BOD shall be entitled to vote;

C. Past IED Presidents who are current members of IED LWML shall be entitled to vote;

D. Names of the accredited delegates and their alternates shall be in the hands of the Recording Secretary at least two (2) weeks prior to the IED Convention. In case a delegate or her alternate cannot be present, another member of that unit may serve in this capacity with approval of her Zone President and the Recording Secretary on the date of the convention;

E. Members holding individual memberships are not entitled to vote;

F. Proxy votes are prohibited.

Section 4
Representation from at least fifty-one percent (51%) of the zones within IED shall be necessary to constitute a quorum to transact business at the Convention.

Article VII OFFICERS AND ELECTIONS

Section 1
The elected officers shall be President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Vice President of Human Care, Vice President of Organizational Resources, Financial Secretary, Recording Secretary, and Treasurer.

Section 2
A. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years and shall be eligible for re-election to the same office after a minimum of four (4) years.

B. The President, Vice President of Christian Life, Vice President of Gospel Outreach, Financial Secretary, and Recording Secretary shall be elected in one (1) convention;

C. The Vice President of Communication, Vice President of Human Care, Vice President of Organizational Resources, and the Treasurer shall be elected in the next convention;

D. A majority vote shall constitute election to office;

E. If there are more than two (2) candidates for an office and none receives a majority on the first ballot, a second ballot shall be cast. The candidates for the second ballot shall be the two (2) who received the highest number of votes on the first ballot;

Section 3
Officers shall assume their duties at the close of the biennial convention at which they are elected. The retiring Financial Secretary, Recording Secretary, and Treasurer shall, within sixty (60) days, deliver to their successors all materials and funds pertaining to their offices. All other officers shall, within thirty (30) days following the convention, transfer to their successors all materials pertaining to their offices.

Section 4
Vacancies in unexpired terms of IED offices shall be filled by action of the BOD except in the office of President. In the case of a vacancy in the office of President, the Vice President of Organizational Resources shall become President. When the next election for that office is held, the person filling the vacancy is eligible for nominations if she has served less than half of the term.

Section 5

In the event of incapacity or other situations creating a temporary vacancy of IED offices, vacancies shall be filled by the action of the BOD.

Article VIII DUTIES OF OFFICERS

Section 1
The President shall:

A. Preside at all meetings of the IED Executive Committee (hereinafter referred to as EC) and BOD;

B. Be an ex officio member of all committees except the Nominating Committee;

C. Appoint the committee chairmen and personnel for other positions as indicated in the bylaws with the

approval of the BOD;

D. Sign all expense vouchers;

E. Appoint, in consultation with them, Pastoral Counselors as advisors to committees (see Article XII, Section 6A);

F. Present applications for society or individual membership to the BOD for approval;

G. Be a member of the LWML Presidents Assembly and attend LWML conventions as a delegate. If unable to attend an LWML Presidents Assembly meeting or a convention, any elected IED officer shall be authorized to attend as the district's representative shall have voice and vote.

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

A. Submit materials to LWML Christian Life Department;

B. Coordinate the Christian Life Committee and serve as Program Resources Chairman;

C. Report to BOD;

D. Perform other duties as set forth in the IED Procedures Manual.

Section 3
The Vice President of Communication may perform the duties of the President in the absence or at the request of the President, and shall:

A. Coordinator of Communication Department

B. Report to BOD;

C. Perform other duties as set forth by the IED Procedures Manual.

Section 4
The Vice President of Gospel Outreach may perform the duties of the President in the absence or at the request of the President, and shall:

A. Serve as chairman of the Mission Grants Committee;

B. Serve as chairman of the Student Aid Committee;

C. Serve as chairman of the Endowment Fund Committee;

D. Report to BOD;

E. Perform other duties as set forth by the IED Procedures Manual.

Section 5
The Vice President of Human Care may perform the duties of the President in the absence or at the request of the President, and shall:

A. Serve as chairman of the Human Care Committee;

B. Report to BOD;

C. Perform other duties as set forth by the IED Procedures Manual.

Section 6
The Vice President of Organizational Resources may perform the duties of the President in the absence or

at the request of the President, and shall:

A. Become President in case of a vacancy in the office of President. (See Article VII, Section 4);

B. Serve as the chairman of the Structure Committee and coordinator of Member Development;

C. Report to BOD;

D. Perform other duties as set forth by the IED Procedures Manual.

Section 7
The Financial Secretary shall:

A. Deposit all IED funds received by her in a financial institution approved by the EC;

B. Keep an exact record of all receipts and deposits;

C. Report regularly to the Treasurer all funds received and deposited;

D. Report all mission contributions twice yearly in the IED newsletter;

E. Report to BOD;

F. Perform other duties as set forth by the IED Procedures Manual.

Section 8
The Recording Secretary shall:

A. Record the convention proceedings, EC and BOD proceedings;

B. Receive credentials of certified delegates and alternates prior to the IED convention;

C. Report to BOD;

D. Perform other duties as set forth by the IED Procedures Manual.

Section 9
The Treasurer shall:

A. Pay all obligations of the IED that have been approved by the President;

B. Keep a record of all deposits made by the Financial Secretary and an itemized account of all disbursements;

C. Report at every meeting of the BOD and biennially at the IED Convention;

D. Have the books reviewed before the IED Convention by a competent person(s) approved by the BOD;

E. Be a member of the Endowment Committee;

F. Perform other duties as set forth by the IED Procedures Manual.

Section 10

Each IED officer shall keep a file for future reference and pass it on to her successor.

Section 11
Officers shall be bonded for dishonesty and forgery or alteration of checks at the expense of IED by the LWML insurance policy.

Article IX NOMINATIONS

Section 1
Each Zone shall select one (1) member to serve on the Nomination Committee and give that name to the President by January 1 of odd- numbered years. The President shall, at the first BOD in the odd years, appoint a chairman and a Pastoral Counselor to act in an advisory capacity. A member of the BOD may be appointed to this committee at the discretion of the President.

Section 2
The slate of candidates for the IED offices shall be sent to the President by November 1st of odd numbered years. The slate of candidates shall be presented to the BOD at the November BOD meeting for approval. Once approved, the information will go to the IED Newsletter Editor for publication in the Spring edition of the IED Newsletter.

Section 3
A ballot with the slate of candidates listed alphabetically for each office shall be prepared by the Nomination Committee.

Section 4
Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office.

Article X BOARD OF DIRECTORS

Section 1
The BOD shall be the elected officers, Zone Presidents and appointed committee members.

Section 2

The voting BOD members shall be elected officers and Zone Presidents and shall be entitled to one (1) vote. Any elected zone officer may vote when attending a IED BOD meeting in place of the Zone President

Section **3**

The BOD shall:

A. Meet quarterly, called by the President, to conduct the business of the IED, and may, when necessary, conduct its business by mail, telephone, or electronic messaging;

B. Accept the invitation for the IED Convention and plan the program;

C. Approve appointees to fill standing committee vacancies;

D. Approve final grant proposals;

E. Approve a financial reviewer;

F. Publish an official IED newsletter;

G. Assist in the formation of additional zones;

H. Review and approve all committees appointed by the President;

I. Approve unit membership applications presented by the President.

Section 4
A majority of the EC and representation from a majority of the Zones shall constitute a quorum.

Article XI EXECUTIVE COMMITTEE

Section 1
The EC shall be the elected officers of the IED with the two (2) Pastoral Counselors as advisers.

Section 2
A. The EC shall meet at the call of the President and may, when necessary, conduct its business by mail, telephone, or electronic messaging;

B. Six (6) voting members shall constitute a quorum of the EC;

C. The EC shall transact the business of the BOD between meetings of that body;

D. The EC shall be accountable and subject to the authority of BOD.

Article XII PASTORAL COUNSELORS

Section 1
The Pastoral Counselors shall be two (2) pastors of IDE LCMS. One (1) counselor shall be elected at each convention and shall serve a term of four (4) years, the first two (2) years as junior counselor and the last two (2) years as senior counselor.

Section 2
Candidates for the position of Pastoral Counselor shall be selected as outlined below:

A. Prior to each IED Convention**,** the BOD shall identify several of the pastors serving in IDE as possible nominees for the position of IED Pastoral Counselor, secure their consent, and submit their names to the President who forwards them to the IDE LCMS Office;

B. The IDE LCMS Office shall recommend nominees to the BOD for their consideration;

C. The BOD shall select two (2) of these nominees to be placed on the ballot at the forthcoming election;

D. The President shall forward the names of these nominees to the Chairman of the Nomination Committee.

Section 3
The names of candidates for Pastoral Counselor shall be included in the slate of candidates published in the IED newsletter three (3) months prior to the IED Convention.

Section 4
The names of the candidates for the Pastoral Counselor shall be included on the ballot. There will be no nominations from the floor for Pastoral Counselor, see Article XII Section 2.

Section 5
If a Pastoral Counselor is unable to complete his term of office, the BOD shall name a replacement, approved by the IDE LCMS Office, to complete that term. If the replacement serves less than half the term, his name may be on the ballot at the next convention.

Section 6

The Pastoral Counselors shall:

A. At least one (1) Pastoral Counselor shall attend BOD meetings, conventions, workshops, retreats, the LWML Convention, and the meetings of the committees to which they have been appointed by the President;

B. Serve in advisory capacity on committees, as appointed by the President;

C. See that all materials to be used for IED purposes – newsletters, website content, programs, rallies, retreats, workshops, and other IED gatherings - are in agreement with the Holy Scripture, the object of the LWML, and the practices of the LCMS;

D. Review applicant request to be added to Speakers Bureau list;

E. In the event neither Pastor Counselor is able to attend, a Zone Pastoral Counselor and/or a local LCMS pastor may substitute.

Article XIII DEPARTMENTAL COMMITTEES

The term of committee appointments shall begin with the Fall BOD meeting. Appointments shall be eligible for reappointment.

Section 1

A. The Departmental Committees shall be Structure, Christian Life, Endowment Fund, Human Care, Member Development, Mission Grants, and Student Aid and Technology/Communication Committee;

B. All committees shall be appointed by the President, with the approval of the BOD;

C. All Departmental Committees, chairmen, and representatives of the IED shall have the approval of the President and one of the Pastoral Counselors prior to meetings;

D. All Departmental Committees, chairmen and representatives of IED shall have the approval of the President before incurring expenses charged to IED;

E. Each committee chairman shall keep a file for future reference and transfer it to her successor;

F. New Departmental Committees shall be established by amending the bylaws.

Section 2

The Structure Committee shall consist of the Vice President of Organizational Resources as chairman, and two (2) Zone Presidents as outlined in the IED Procedures Manual, the two (2) Pastoral Counselors, in an advisory capacity, and the President

Section 3

The Christian Life Committee shall consist of three (3) members as outlined in the IED Procedures Manual and one (1) Pastoral Counselor in an advisory capacity.

Section 4

The Endowment Fund Committee shall consist of the Vice President of Gospel Outreach as chairman, the treasurer, three (3) zone presidents as outlined in the IED Procedures Manual plus the President and one Pastoral Counselor as non-voting members. The Endowment Fund Committee shall promote and manage

the Iowa East District Lutheran Woman's Missionary League Endowment Fund through the BOD. (See Article XVII Endowment Fund)

Section 5
The Human Care Committee shall consist of the Vice President of Human Care as chairman, two (2) zone presidents as outlined in the IED Procedures Manual and one (1) Pastoral Counselor in an advisory capacity.

Section 6
The Member Development Committee shall consist of three (3) members as outlined in the IED Procedures Manual and (1) Pastoral Counselor in an advisory capacity. The Vice President of Organizational Resources shall serve as coordinator.

Section 7
The Mission Grants Committee shall consist of the Vice President of Gospel Outreach as Chairman, and two (2) Zone Presidents as outlined in the IED Procedures Manual and one (1) Pastoral Counselor serving in an advisory capacity.

Section 8
The Student Aid Committee shall consist of the Vice President of Gospel Outreach as chairman, two (2) Zone Presidents as outlined in the IED Procedures Manual and one (1) Pastoral Counselor in an advisory capacity.

Article XIV APPOINTED PERSONNEL

The term of all appointments shall begin with the Fall BOD Meeting. Appointees shall be eligible for reappointment. Appointed personnel shall be appointed by the President with approval of the BOD.

Section 1
The appointed personnel may include the members of the Communication Department (as outlined in the IED Procedures Manual), Parliamentarian, Speakers Bureau Coordinator, Short-Term Mission Coordinator, Heart-to-Heart Coordinator, Retreat Chairman or Co-Chairman, Meeting Manager, District Registrar, and other positions appointed by the president and approved by the BOD

A. All standing and special committees, chairmen and representatives of IED shall have the approval of the President and one Pastoral Counselor before calling meetings;

B. All appointed personnel, chairmen and representatives of IED shall have the approval of the President before incurring expenses charged to the IED;

C. Each appointed person shall keep a file for future reference and transfer it to her successor;

D. There may be additional committees as the BOD, EC or convention deem necessary to carry on the work of IED. The assembly authorizing the committee shall determine the authority and responsibilities of the committee;

Section 2
A parliamentarian shall be appointed for a term of two (2) years and may be reappointed. She shall:

A. Attend all meetings of the BOD and EC serve in an advisory capacity;
B. Serve as Convention parliamentarian;
C. Not be a member of the BOD.

Section 3
The Speakers Bureau Coordinator shall be a Zone President appointed by the President for a term of one

(1) year and may be reappointed. She shall maintain an approved list of speakers available for rally/workshop presentations.

Section 4
The Short-Term Mission Coordinator shall be appointed for term of two (2) years. She shall provide mission trip information and encourage member participation.

Section 5
The Heart-to-Heart Coordinator shall be appointed for a term of two (2) years. She shall encourage the faith walk of women of diverse ethnic backgrounds to become involved in LWML.

Section 6
The Retreat Chairman or co-chairmen shall be appointed for a term of one (1) year. She/they shall serve as a resource person for planning and conducting retreats at the District or Zone level.

Section 7
The Meeting Manager shall be appointed for a term of two (2) years. She shall develop and administer meeting service support for all IED events as directed by the President, as set forth in the IED Procedures Manual.

Section 8

District Registrar shall be appointed for a term of two (2) years, she shall:

A. Maintain the IED official records;
B. Facilitate formation of new groups;
C. Report to the BOD;
D. Perform other duties as set forth in the IED Procedures Manual.

Article XV OFFICIAL PUBLICATIONS

Section 1
The local group is encouraged to use the resources published by the LWML.
Section 2
The BOD shall publish an official IED newsletter.

Article XVI MISSION GRANTS

Section 1
The IED Convention shall adopt mission grants with payment to be completed in that biennium. The Convention body may extend the time for two (2) more years in case of extenuating circumstances. Grant funds not used within a period of four (4) years from the time of adoption shall be returned to the IED treasury for reallocation at the next convention. Grant funds returned shall remain in the IED treasury for reallocation at the next convention.

Article XVII ENDOWMENT FUND

Section 1
The IED shall have an endowment fund called “Lutheran Women’s Missionary League Iowa East District Student Aid Endowment Fund” (hereinafter referred to as Fund).

Section 2
The purpose of the Fund is to receive gifts or bequests to make student aid available to all LCMS students in

IDE who will be or are attending LCMS colleges, universities or seminaries and who intend to go into full-time church work.

Section 3
The Fund is promoted and managed by the Endowment Fund Committee, through the BOD.

Section 4
The Financial Secretary shall accept receipts for the Fund. The Treasurer shall be responsible for annual disbursements from the Fund. The Treasurer shall also maintain a complete and accurate record of accounts and provide a biennial report to the IED Convention.

Section 5
The Endowment Fund Committee shall make recommendations to the BOD as to where the endowment funds shall be invested. They may select, without resolution, to place investments with the following:

A. LCMS Foundation, St. Louis, MO;

B. Lutheran Church Extension Fund, St. Louis, MO.

Section 6
No member of the Fund Committee shall engage in any self-dealing or transaction with the Fund assets in which they have a direct or indirect financial interest or in any activity which may cause a conflict of interest within the Fund.

Section 7
The Fund shall exist as long as IED exists or as long as the successor to IED exists. If there is no successor, the funds shall revert to IDE LCMS Student Aid Fund.

Section 8
Use of the Fund and types of gifts accepted are listed below:

A. The annual 5% distribution from the Fund shall be used for student aid for LCMS students in IDE who will be or are attending LCMS colleges, universities or seminaries and who intend to go into full-time church work;

B. Gifts or bequests may be contributed to the Fund;

C. Terms of gifts should be consistent with the purpose of the Fund;

D. The committee will not accept a gift which may cause a financial hardship to LWML or to the Fund Committee.

Section 9
A. The fiscal year of The Fund will coincide with IED's fiscal year. (July 1 to June 30 inclusive);

B. Annual distributions from the Fund shall be awarded in the fall to IDE students preparing for full-time church work.

Section 10
The following powers are vested with the Endowment Fund Committee:

A. Accept/decline and receipt any transfer of property to the Fund;

B. Hold property, negotiate, and execute documents on behalf of the Fund;

C. Protect property in the Fund with insurance against damage, loss or liability;

D. Establish accounts for the Fund;

E. Employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, other agents, and employees.

Section 11
Any amendments which will change, alter, or amend the purpose for which this Fund is established, require a two-thirds (2/3) majority vote at the IED Convention.

Article XVIII FINANCES

Section 1
Contributions

A. Mites gathered through the Mite Box and other voluntary offerings shall be remitted to the Financial Secretary. Zones are encouraged to contribute surplus funds to IED;

B. The societies shall forward offerings at least quarterly to the Financial Secretary;

C. The Treasurer shall keep seventy-five percent (75) of the Mite Box offerings for the IED treasury and shall send twenty-five percent (25) of these offerings to the LWML;

D. Surplus funds from the IED convention shall be distributed as follows:
   1. The first one-thousand (1000) dollars, or total amount if surplus is less, shall be forwarded to the next host zone as start-up money for the next convention;
   2. All surplus over one-thousand (1000) dollars shall be contributed to IED only mites.
   3. All money shall be transferred within ninety (90) days;
   4. Any deficit incurred in hosting the IED convention shall be the responsibility of the involved zone.

E. The use of any monetary gifts other than mite offerings may be designated by the donor. Non- designated gifts shall be placed in the IED treasury for approved disbursements

Section 2

Expenditures

A. Mileage shall be paid from the IED treasury to the elected IED officers, Zone Presidents, Pastoral Counselors, and appointed committee members for attendance at all official meetings upon request at the rate set annually by the LCMS IDE;

B. Special committees serving in their official capacity shall be paid mileage upon request;

C. IED shall allow each member of the IED BOD a convention registration fee;

D. IED shall allow past IED Presidents who are current members of IED a convention registration;

E. Convention speakers engaged by the IED shall be paid from the IED funds;

F. The IED shall pay the expenses of a Pastoral Counselor to the LWML Convention;

G. The IED shall pay the expenses of the President to the LWML Convention;

H. The IED shall pay the expenses of the District Young Woman Representative(s) to the LWML Convention;

I. All IED Board members shall be encouraged to attend the LWML Convention. Those who receive no other monetary assistance may request to be partially subsidized from the IED treasury to be paid upon BOD approval;

J. Expenses of meetings of the BOD and other routine administration expenses incurred in the management of the IED shall be paid from the IED treasury.

Article XIX FISCAL YEAR

The IED's fiscal year shall be from July 1 to June 30 inclusive.

Article XX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern IED in all cases in which they are applicable and in which they are not inconsistent with applicable laws, these bylaws and Christian principles.

Article XXI AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the delegates present and voting at any regular convention of IED, provided the proposed amendments have been presented at a previous meeting of the BOD, reviewed by the LWML Structure Committee, posted on the IED website at least two (2) months before the time of the IED Convention, and provided they do not conflict with the doctrinal position of the LCMS.

Standing Rules

Rule 1 Societies are requested to send the names of any local or IED speakers to the Speakers Bureau Coordinator.

Rule 2 At IED Conventions, to conserve time, the following may be done: shorten the opening devotional service, allot a finite time to the speakers, print the reports of all IED officers and committees in the convention manual, and dispense with the reading of same.

Rule 3 There may be two (2) offerings at the IED Convention. The first will be designated for IED Mission Grants.

Rule 4 The purpose of missionary speakers shall be to furnish knowledge and inspiration

Rule 5 The BOD will not hear requests for funds or grant proposals at Board meetings.

Rule 6 It is recommended that a representative of the BOD attend zone events.

Rule 7 The IED shall assist the zones in paying the expenses of zone delegates to the LWML convention, if necessary.

Rule 8 Anyone desiring to bring any business or resolution before a convention shall submit it in writing to the President at least two (2) weeks prior to the convention.

Rule 9 An outreach and inreach budget shall be adopted at the IED Convention for the next biennium.

Rule 10 In honor of IED Past Presidents who have received their Crown of Life, a memorial of fifty dollars ($50.00) will be sent to the Endowment Fund.

Rule 11 Thrivent Choice Dollars with be designated for the Endowment Fund.

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