

"THE KANSAS SONSHINE"

Vol. 69: Number 1—Part 3

PROPOSED BYLAWS REVISION

Winter 2012

Official notice to all LWML Kansas District members

Subject: Cover letter for adoption of Bylaws as revised 4-21-12 at LWML Kansas District Convention, Lawrence

An ad hoc committee was appointed to review and update the district bylaws. After much research and study, this special ad hoc committee (consisting of Brenda Piester, Recording Secretary, Gloria Raab, Parliamentarian & Planner, Jean Wellner, VP Caring Service, and Karen Morrison, VP Communications), in conjunction with our Structure Committee, hereby submits a proposed new revised bylaws document (14 pages) which will be presented for adoption at the 4/21/12 LWML Kansas District Convention scheduled to be held in Lawrence.

A summary of the main changes in this revised version of our district bylaws is as follows:

- 1. Art I – **Name**. The official name was changed to comply with recent national requirements.
- 2. Art V – **Officers, Nominations and Election**. This article now combines the previous Art V -- Officers & Election with the previous Art VII -- Nominations and Elections.

- 3. Art V – Names of some of the officers were changed to conform to national changes, e.g.

Old name "Mission Outreach" will now be referred to as "Gospel Outreach."

Old name "Member Resources" will now be referred to as "Special Focus Ministries."

- 4. Art X – **Administration** -- Executive Committee, the Meeting Manager & Planner are now entitled to vote.

- 5. Art XI – **Departments, Committees and Special Appointments**

Departments—names changed as mentioned in item 3 above.

Committees—new names as follows: "Caring Service" instead of "Care & Needs," "Christian Life" instead of "Christian Growth," "Communication" will be a merger of both "Public Relations" and "Publication," "Gospel Outreach" instead of "Mission Projects," and "Special Focus" instead of "Member Development."

"Structure Committee" will now be under the "Communication Department." Also, Item "d" under its list of duties indicates plans to eventually merge our present "General Guidelines" and "Leadership Manual" into one document entitled "Leadership Guidelines."

Special Appointed Personnel: Eliminated three positions as follows: "Assistant to the President," "Spring Mission Tour Coordinator," and "Travel Chairman." Also, added one new position: "Short-term Mission Coordinator."

- 6. Art XII – **Finances**, Sec 4, the "Special Scholarship Fund" will be changed here (and when referred to elsewhere) to the "Student Financial Aid Fund" since that name more clearly indicates its purpose.
- 7. Wording in old bylaws (Art XVI) **Emergency Action** was moved to Sec 3 under Art VIII – **Conventions**.

On 10-24-11 we received notice from the national Structure Committee that these proposed revised bylaws have been approved by this committee. After reviewing your copy of the proposed revised bylaws being published with the Winter 2012 issue of **"The Kansas Sonshine,"** feel free to contact a member of the Structure Committee, or any of the above mentioned members of the ad hoc committee, prior to our 4-21-12 vote should you have any questions.

Submitted by Kansas District LWML Structure Committee:

Phyllis Von Fange, Chairman

Kathryn Richards, Member

LaJean Rinker, Member

LUTHERAN WOMEN'S MISSIONARY LEAGUE KANSAS DISTRICT

BYLAWS

(As revised 4/21/12 at LWML Kansas District Convention, Lawrence)

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Kansas District (hereinafter referred to as District), 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 LCMS through Mission Education, Mission Inspiration and Mission Service; and
- B. to gather funds for mission grants, either directly sponsored or approved by LCMS Boards, especially those for which no adequate provision has been made in LCMS budgets.

ARTICLE III – MEMBERS

Section 1 – SOCIETY

- A. Women's organizations within congregations of the LCMS, on campuses, or in resident homes shall be eligible for membership as Societies.
- B. One (1) or more societies affiliated with the District within a congregation, on a campus, in a resident home or other single setting shall be considered one (1) unit for the purpose of representation at national and at District conventions.
- C. Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home upon the approval of the District Executive Committee.
- D. A woman who is a communicant member of an LCMS congregation is eligible for membership in a society.
- E. Membership in the District shall be processed by:
 - 1. submitting an approved resolution for membership;
 - 2. securing the approval of the local congregation; and
 - 3. applying for a Certificate of Membership from the District President.

Section 2 – INDIVIDUAL

Individual membership may be held by any woman who is a communicant member of an LCMS congregation with or without a society affiliated with the District. Individual LWML membership is not considered a society or a unit. Application for individual LWML membership shall be made directly to the District President.

ARTICLE IV – ORGANIZATION

Section 1 – LWML SOCIETIES

LWML societies are composed of LCMS women in congregations, on campuses, in resident homes or in other settings. Societies shall be encouraged to:

- A. conduct regular meetings devoted to mission education, mission inspiration and mission service;
- B. distribute the *Lutheran Woman’s Quarterly* and the District newsletter;
- C. gather mission offerings and remit regularly to the District Financial Secretary; and
- D. elect delegates and alternates to the District convention.

Section 2 – LWML ZONES

LWML Zones shall be organized by the District and consist of societies within a convenient geographical area. A society may, through its Zone Executive Board, petition in writing to the District President for approval of any change in organization lines.

- A. LWML Zones shall exist for the purpose of:
 - 1. promoting Christian fellowship and furthering the object of the LWML;
 - 2. sponsoring at least one annual gathering for mutual encouragement and inspiration; and
 - 3. representation at LWML conventions in ratios established in the Bylaws of the LWML.
- B. Each zone shall write its own bylaws which shall be in conformity with the object and basic principles of the Kansas District and the Bylaws of the LWML. The bylaws and all subsequent proposed amendments shall be submitted to the District Structure Committee Chairman for approval by this committee before being presented to the zone membership for adoption.
- C. Zones shall not support monetary projects other than those of the District and the national LWML.

Section 3 – DISTRICT LWML

The District is composed of societies and individual members within congregations of the LCMS, on campuses, in resident homes, and those organized in settings other than these. Societies are united to form zones, zones are united to form districts; and districts are united to form the national LWML.

Section 4 – NATIONAL LWML

The District shall have from its zones, accredited delegates to the LWML conventions, held biennially in the odd-numbered years, according to the Bylaws of the LWML. The District President shall attend as a voting member of the LWML Board of Directors, or any elected District officer may attend in her place, and have voice but not vote. All members of the District may attend the LWML convention.

ARTICLE V – OFFICERS, NOMINATIONS AND ELECTION

Section 1 – ELECTED OFFICERS

The District elected officers shall be:

- President
- Vice President of Caring Service
- Vice President of Christian Life
- Vice President of Communication
- Vice President of Gospel Outreach
- Vice President of Special Focus Ministries
- Recording Secretary
- Financial Secretary
- Treasurer

Section 2 – NOMINATING COMMITTEE

- A. The Executive Committee shall appoint a Nominating Committee of five (5) members on which at least four (4) zones of the District shall be represented.
- B. Appointment shall be made at least twelve (12) months prior to the District convention.
- C. The Immediate Past District President shall serve as a non-voting consultant to the Nominating Committee for the four (4) years immediately following her term as District President.

Section 3 – NOMINATING COMMITTEE RESPONSIBILITIES

The Nominating Committee shall:

- A. submit a slate consisting of at least two (2) candidates, if possible, for each elective office;
- B. select candidates who have served in the zone and who are active in their society or as an individual member;
- C. select candidates for President and Vice President of Caring Service who have served as members of the District Board of Directors;
- D. obtain the written consent of all candidates to serve, if elected; and
- E. prepare printed ballots with the names listed in alphabetical order for the District convention.

Section 4 – ELECTION

The election of officers shall be as follows:

- A. The President, Vice President of Caring Service, Vice President of Communication, Recording Secretary and Financial Secretary shall be elected at one biennial District convention.
- B. The Vice President of Christian Life, Vice President of Gospel Outreach, Vice President of Special Focus Ministries and Treasurer shall be elected at the next biennial District convention.
- C. Nominations for elective offices may be made from the floor of the District convention provided the written consent of the nominee to serve, if elected, shall have been secured, and the candidate meets the stipulated qualifications for the office.
- D. A majority vote shall elect.
- E. In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.

Section 5 – TERMS AND RESPONSIBILITIES

- A. The elected officers shall be elected by ballot at District conventions to serve for a term of four (4) years or until their successors are elected, and shall not be eligible for re-election to the same office.
- B. Elected officers shall assume their duties at the close of the District convention at which they were elected.
- C. The retiring Recording Secretary and financial officers shall, within sixty (60) days following the elections, present all materials pertaining to the office to their successors. All other retiring officers shall, within thirty (30) days following the elections, present all materials pertaining to their offices to their successors.

Section 6 – VACANCIES AND REMOVAL FROM OFFICE

- A. In the event of a vacancy of an elected or appointed office, the District Executive Committee will fill the vacancy, except in the office of President. (See Article VI, Section 2, B; and Article X, Section 1, C, 9.)
- B. Any officer may be removed from office prior to the expiration of her term of office by the District Board of Directors by a vote of three-fourth (3/4) of all members of the board, provided that the members of the board (including the individual officer involved) shall be notified at least ten (10) days prior to the board meeting any such action is contemplated, and the individual officer involved shall be afforded the opportunity to be heard at such meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – PRESIDENT

The President shall:

- A. preside at the meetings of the Executive Committee, Board of Directors and conventions;
- B. be an ex-officio member of all committees except the Nominating Committee;
- C. coordinate the appointment of all committee chairmen, committee members, appointed officers and special appointed personnel with the approval of the Executive Committee;
- D. be responsible for implementing the resolutions of the Executive Committee, Board of Directors and conventions;
- E. send a summary of District Executive Committee meetings and pertinent LWML Board of Directors information to members of the District Board of Directors;
- F. be authorized signatory of the District Treasurer's bank account, and sign all expense vouchers for payment;
- G. secure a fiduciary bond for the District financial officers and those who handle moneys;
- H. represent the District or appoint a member of the Executive Committee to attend zone meetings at District expense;
- I. furnish a report to the District convention;
- J. serve, by virtue of the office, as a member of the national LWML Board of Directors; and
- K. perform all other duties pertaining to the office.

Section 2 – VICE PRESIDENT OF CARING SERVICE

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

- A. assist the President in the duties pertaining to the office;
- B. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until the office is filled by the Board of Directors (see Article X, Section 1, C, 9);
- C. coordinate the Caring Service Department;
- D. serve on the District Convention Planning Committee;
- E. furnish a report to the District convention, including departmental activities; and
- F. perform all other duties pertaining to the office.

Section 3 – VICE PRESIDENT OF CHRISTIAN LIFE

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

- A. coordinate the Christian Life Department;
- B. serve on the District Convention Planning Committee;
- C. furnish a report to the District convention, including departmental activities; and
- D. perform all other duties pertaining to the office.

Section 4 – VICE PRESIDENT OF COMMUNICATION

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

- A. coordinate the Communication Department;
- B. serve on the District Convention Planning Committee;
- C. furnish a report to the District convention, including departmental activities; and
- D. perform all other duties pertaining to the office.

Section 5 – VICE PRESIDENT OF GOSPEL OUTREACH

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

- A. coordinate the Gospel Outreach Department;
- B. present to the Executive Committee the proposed mission grants and God's Gracious Gift Fund grants (hereinafter referred to as GGGF) for the District convention ballot(s);
- C. serve on the District Convention Planning Committee;
- D. furnish a report to the District convention, including departmental activities; and
- E. perform all other duties pertaining to the office.

Section 6 – VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES

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

- A. coordinate the Special Focus Ministries Department;
- B. serve on the District Convention Planning Committee;
- C. furnish a report to the District convention, including departmental activities; and
- D. perform all other duties pertaining to the office.

Section 7 – RECORDING SECRETARY

The Recording Secretary shall:

- A. record meetings of the Executive Committee and the Board of Directors and the proceedings of the District convention;
- B. provide each member of the Executive Committee with a copy of the minutes of its meetings;
- C. provide each member of the Board of Directors with a copy of the minutes of its meetings and the District convention;
- D. compile a Kansas District Directory annually;
- E. manage the notification and certification of society delegates to District convention;
- F. furnish a report to the District convention; and
- G. perform all other duties pertaining to the office.

Section 8 – FINANCIAL SECRETARY

The Financial Secretary shall:

- A. be secured by a fiduciary bond at District expense;
- B. receive all moneys and deposit them in a financial institution approved by the Executive Committee;
- C. keep an accurate record of all receipts and transfers made to the Treasurer;
- D. be an authorized signatory of the District Treasurer's and Financial Secretary's bank accounts;
- E. supply Mite Boxes and remittance vouchers to societies upon request;
- F. furnish income reports to the Executive Committee, President and the Treasurer as requested by the President;
- G. provided a detailed biennial report to the District convention; and
- H. submit records for financial review at the end of each biennium.

Section 9 – TREASURER

The Treasurer shall:

- A. be secured by a fiduciary bond at District expense;
- B. receive moneys from the Financial Secretary, and deposit them in a financial institution approved by the Executive Committee;
- C. keep an accurate record of all receipts and disbursements;

- D. be an authorized signatory of the District Treasurer's and Financial Secretary's bank accounts, and make all payments authorized through expense vouchers signed by the President;
- E. retain God's Gracious Gift Funds to be disbursed at the direction of the District convention;
- F. retain Student Financial Aid Funds to be disbursed at the direction of the Gospel Outreach Department with the approval of the Executive Committee;
- G. furnish financial reports to the Executive Committee, President and the Financial Secretary as requested by the President;
- H. provide a detailed biennial report to the District convention; and
- I. submit records for financial review at the end of each biennium.

ARTICLE VII – PASTORAL COUNSELORS

Section 1 – TERMS OF SERVICE

The Pastoral Counselors shall be two (2) Pastors of the Kansas District LCMS who shall serve for a term of four (4) years.

Section 2 – ELECTION PROCESS

The process for electing Pastoral Counselors shall be:

- A. One Pastoral Counselor shall be elected at each District convention.
- B. The District President shall solicit nominations from the District Executive Committee and the President of the Kansas District LCMS.
- C. All nominations shall be reviewed by the Kansas District LCMS President.
- D. The Executive Committee shall select two (2) candidates from the reviewed list.
- E. The written consent to serve, if elected, shall have been secured.
- F. A majority vote shall elect.
- G. A Pastoral Counselor who has served a full term shall not be eligible for consecutive re-election.

Section 3 – RESPONSIBILITIES

- A. The Pastoral Counselors shall attend, in an advisory capacity, the meetings of the Executive Committee, the Board of Directors, conventions and committees to which they are assigned.
- B. The most recently elected Pastoral Counselor shall attend the national LWML convention at District expense.

ARTICLE VIII – CONVENTIONS

Section 1 – CONVENTION

A convention of the District shall be held biennially, in the even-numbered years.

Section 2 – SITE SELECTION

- A. Convention sites shall be determined at least four (4) years in advance.
- B. Zones shall extend invitations for hosting District conventions. Invitations shall be sent to the District President by the fall Board of Directors meeting four (4) years prior to the proposed convention.
- C. The Executive Committee shall review the invitations from Zones and present to the Board of Directors for their approval or selection.
- D. If only one approved invitation is extended, it will be accepted by the Executive Committee.

Section 3 – EMERGENCY ACTION

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the Executive Committee shall:

- A. have the authority to determine whether the District convention shall or shall not be held with a two-thirds (2/3) vote of the Executive Committee required to decide, and the vote may be taken by mail, telephone, or electronic messaging; and
- B. plan a procedure for conducting the routine convention business.

ARTICLE IX – REPRESENTATION

Section 1 – VOTING ASSEMBLY FOR DISTRICT CONVENTION

The voting assembly of the District convention shall be:

- A. two (2) delegates who will represent each unit in the District. When the membership in the Societies within a unit totals more than twenty (20) members, one (1) additional delegate may be elected for each additional twenty (20) members or a major fraction thereof;
- B. all Zone Presidents, District elected officers, appointed officers, and standing committee chairmen; and
- C. all Past District Presidents who are currently members of the Kansas District.

Section 2 – DELEGATE CERTIFICATION

The District convention delegates shall be certified with the Recording Secretary:

- A. The credentials of the delegates and their alternates shall be in the hands of the Recording Secretary four (4) weeks prior to the District convention for certification.
- B. In the event neither the delegate nor the alternate is able to serve, a member of the same society may serve as a delegate upon certification in writing by the Zone President and presentation to the District Recording Secretary.
- C. Uncertified delegates in attendance at the District convention may be certified in writing by their Zone President prior to the convention session in which balloting occurs.

Section 3 – VOTING PRIVILEGES

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 4 – QUORUM

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

Section 5 – NATIONAL CONVENTION

The voting delegates of the national convention shall be:

- A. One (1) certified delegate or alternate from each zone having (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, shall represent the District.
- B. The Zone President certifies delegates and alternates and sends names to the District President for submission to the national Recording Secretary.
- C. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the national Recording Secretary.

ARTICLE X – ADMINISTRATION

Section 1 – BOARD OF DIRECTORS

A. COMPOSITION

- 1. The Board of Directors shall be the elected officers, appointed officers, Zone Presidents and standing committee chairmen. A member shall vote in only one capacity on the Board of Directors. The Pastoral Counselors shall be advisory members. Special appointed personnel in attendance shall be advisory members.

2. When a Zone President is unable to attend a District Board of Directors meeting or District convention, any elected zone officer shall be authorized to attend as the zone representative and shall have voice and vote. Notification of the representative's name and address shall be given to the District President and to the Recording Secretary.
3. In the event a Zone President holds a District office, any elected zone officer shall be authorized to attend and participate as the zone representative at a District convention and shall have voice and vote. Notification of the representative's name and address shall be given to the District President and to the Recording Secretary.
4. When a District standing committee chairman is unable to attend a Board of Directors meeting or District convention, she shall appoint a member of her committee as her representative who shall have voice and vote. Notification of the representative's name and address shall be given to the District President and to the Recording Secretary.

B. MEETINGS

1. The Board of Directors shall meet at least once a year at the call of the President.
2. Special meetings of the Board of Directors may be called by written request of six (6) voting members of the board. Time and place for holding such meetings shall be determined by the President with the approval of the Executive Committee.
3. A majority of the voting members shall constitute a quorum.
4. In case of emergency, action may be taken by mail, telephone, or electronic messaging.

C. RESPONSIBILITIES

The Board of Directors shall:

1. transact the business of the District between District conventions;
2. carry out the business of the District approved in conventions;
3. oversee efforts in District convention planning, workshops, and other District functions;
4. approve programs which require financial support from the societies;
5. consider all recommendations and resolutions sent to the Board of Directors;
6. consider recommendations, resolutions, and special appeals for presentation to the District convention;
7. approve the mission goal work program for the biennium;
8. approve proposals for mission grants and GGGF grants recommended by the Executive Committee for presentation to the District convention; and
9. elect a President in the event a vacancy occurs in that office:
 - a. the candidates shall be the Vice Presidents of the District;
 - b. the vacancy shall be filled by a ballot vote; and
 - c. if there is no regularly scheduled meeting of the Board of Directors within thirty (30) days of the vacancy, the vote shall be by mail ballot or electronic messaging.

Section 2 – EXECUTIVE COMMITTEE

A. COMPOSITION

The Executive Committee shall be the elected officers, Meeting Manager and Planner. Pastoral Counselors shall be advisory members.

B. MEETINGS

1. The Executive Committee shall meet quarterly or as needed at the call of the President.

2. Special meetings of the Executive Committee may be called by written request of six (6) voting members of the Executive Committee.
 3. Six (6) voting members shall constitute a quorum of the Executive Committee.
 4. In case of an emergency, action may be taken by mail, telephone or electronic messaging.
- C. RESPONSIBILITIES
- The Executive Committee shall:
1. transact the business of the District between meetings of the Board of Directors;
 2. fill vacancies occurring in elected or appointed offices, except in the office of President (See Article X, Section 1, C 9);
 3. approve appointed officers, committee appointments and special appointed personnel;
 4. approve the financial institutions used by the District financial officers;
 5. determine the amounts for the bonds for the District financial officers and those who handle moneys;
 6. supervise the approved mission goal work program for the biennium;
 7. evaluate, promote and coordinate the activities of the national LWML in the District and provide vision and leadership to meet the needs of the membership;
 8. recommend proposals for mission grants and GGGF grants to the Board of Directors for approval prior to presentation to the District convention; and
 9. recommend proposed amendments to the District Bylaws to the Board of Directors for approval prior to presentation to the District convention.

ARTICLE XI – DEPARTMENTS, COMMITTEES AND SPECIAL APPOINTMENTS

Section 1 – DEPARTMENTS

The District Departments shall be Caring Service, Christian Life, Communication, Gospel Outreach, and Special Focus Ministries, with a Vice President serving as coordinator of each Department. The coordinators shall be ex-officio members of the District Departmental Committees.

Section 2 – STANDING COMMITTEES

The Standing Committees shall be Caring Service, Christian Life, Communication, Gospel Outreach, Special Focus Ministries, and Structure.

- A. The standing committees shall be appointed by the President with the approval of the Executive Committee.
- B. The standing committee chairmen shall be voting members of the Board of Directors.
- C. All standing committee appointments shall be for two (2) years with eligibility for one (1) reappointment; exceptions may be granted with approval of the Executive Committee.
- D. Each standing committee chairman shall furnish a report to the Board of Directors and the District convention.

Section 3 – DEPARTMENT RESPONSIBILITIES

A. CARING SERVICE DEPARTMENT

The Caring Service Department shall include the Caring Service Committee. The Vice President of Caring Service shall be the coordinator of the Caring Service Department.

1. The Caring Service Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:
 - a. encourage active participation in caring service in the church, community, and world;
 - b. plan programs for training in caring service work; and

- c. present suggestions and offer advice for developing caring service opportunities in the District, zones and societies.

B. CHRISTIAN LIFE DEPARTMENT

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be coordinator of the Christian Life Department.

1. The Christian Life Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:
 - a. provide resources and training to enable women of the church to grow spiritually;
 - b. be responsible for promoting the distribution of prayer and praise requests among interested District members via prayer e-mail;
 - c. encourage active participation in spiritual development programs; and
 - d. present suggestions and offer advice for conducting Christian life programs in the District, zones and societies.

C. COMMUNICATION DEPARTMENT

The Communication Department shall include the Communication Committee and the Structure Committee. The Vice President of Communication shall be coordinator of the Communication Department.

1. The Communication Committee, consisting of the newsletter editor as chairman, three (3) or more members and a Pastoral Counselor, shall:
 - a. be alert for news of the District and make it known to the membership, the church at large, and to the general public;
 - b. serve in an advisory capacity to the District by developing publicity and promoting LWML goals and actions;
 - c. cooperate with the District Convention Publicity Committee regarding responsibilities;
 - d. maintain the District display and represent the District in exhibit areas of conventions and gatherings when asked to do so by the President;
 - e. have charge of the publication and distribution of the District newsletter;
 - f. review annually the *Lutheran Woman's Quarterly* subscriptions mailing list and submit changes to national LWML;
 - g. review annually the District newsletter mailing list and make appropriate corrections;
 - h. coordinate and keep the District website information current; and
 - i. coordinate with the webmaster who serves as an advisory member of the Communication Committee.
2. The Structure Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:
 - a. present proposed amendments to the District Bylaws in the following manner:
 - (1.) submit proposed amendments to the Executive Committee;
 - (2.) submit proposed amendments to the District Board of Directors prior to the District convention;
 - (3.) send the required number of copies of proposed amendments to the national Structure Committee for their approval prior to adoption by the District membership;
 - (4.) see that the proposed amendments are published two (2) months prior to the District convention; and
 - (5.) submit proposed amendments to the District convention;

- b. receive and examine zone bylaws and proposed amendments and approve those not in conflict with the District Bylaws;
- c. provide copies of the District Bylaws to officers, committees and zones after adoption by the District convention; and
- d. provide Leadership Guidelines to the Board of Directors and District committee members at the direction of the Executive Committee.

D. GOSPEL OUTREACH DEPARTMENT

The Gospel Outreach Department shall include the Gospel Outreach Committee. The Vice President of Gospel Outreach shall be coordinator of the Gospel Outreach Department.

1. The Gospel Outreach Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:
 - a. provide resources and suggestions to encourage greater mission consciousness and active participation among the women of the District;
 - b. investigate, evaluate and select proposed mission grants to be submitted to the Executive Committee and the Board of Directors for their approval prior to presentation to the District convention:
 - (1.) give special consideration to mission needs of the Kansas District LCMS (See Article XIII); and
 - (2.) prepare ballots of the proposed mission grants for the District convention, listing them according to their application date;
 - c. investigate, evaluate and select proposed GGGF grants to be submitted to the Executive Committee and the Board of Directors for their approval prior to presentation to the District convention:
 - (1.) give special consideration to mission needs of the Kansas District LCMS (See Article XIII); and
 - (2.) prepare ballots of the proposed GGGF grants for the District convention, listing them according to their application date;
 - d. receive applications for student financial aid, and determine distribution of the financial aid funds and the annual interest from the District Student Financial Aid Fund with the approval of the Executive Committee; and
 - e. investigate, evaluate, and select proposed Day of Prayer and convention offering recipients to be submitted to the Executive Committee and the Board of Directors for their approval:
 - (1.) give special consideration to mission needs of the Kansas District LCMS (See Article XIII); and
 - (2.) prepare ballots of the proposed offerings for the Board of Directors meeting.

E. SPECIAL FOCUS MINISTRIES DEPARTMENT

The Special Focus Ministries Department shall include the Special Focus Ministries Committee. The Vice President of Special Focus Ministries shall be coordinator of the Special Focus Ministries Department.

1. The Special Focus Ministries Committee consisting of a chairman, two (2) or more members and a Pastoral Counselor, shall:
 - a. provide resources and training to enable each LWML member to increase her skills, develop her potential, and become a more mature Christian woman in her service for Jesus Christ;
 - b. encourage active participation in developing leaders through quality mentoring programs;
 - c. plan and implement programs for Young Woman Representatives (YWR's) and first-time convention attendees;

- d. implement mentoring programs for YWR's during the following biennium; and
- e. submit names of women with leadership potential to the Executive Committee and the Nominating Committee Chairman.

Section 4 – MEETINGS OF DEPARTMENTS AND COMMITTEES

- A. At least one (1) interdepartmental meeting shall be held during a biennium.
- B. Department meetings may be called by the Vice Presidents or the committee chairmen with the approval of the Vice President coordinator.

Section 5 – APPOINTED OFFICERS

- A. The appointed officers shall be the Meeting Manager and the Planner who shall:
 - 1. be members of LWML;
 - 2. serve a term of two (2) years or until their successors are appointed, and be eligible for reappointment;
 - 3. be voting members of the Executive Committee;
 - 4. be voting members of the Board of Directors;
 - 5. be responsible to the District President; and
 - 6. report to each regular meeting of the Board of Directors and to the convention.
- B. The Meeting Manager shall:
 - 1. provide for the physical well-being of participants by assisting the President, Planner and other District officers in developing and administering meeting service support as needed for District meeting functions;
 - 2. make necessary arrangements for food, lodging, and meeting rooms before and during District meeting functions; and
 - 3. serve as liaison in handling any questions with facilities or other arrangements.
- C. The Planner shall:
 - 1. facilitate interdepartmental meetings and focus the LWML vision through the planning process; and
 - 2. facilitate the development of focus and organizational goals approved by the Board of Directors.

Section 6 – SPECIAL APPOINTED PERSONNEL

- A. The Special Appointed Personnel shall be Archivist/Historian, Parliamentarian, District Convention Chairman, Short-term Mission Coordinator, and the Lutheran Family Retreat Committee Representatives.
Special Appointed Personnel shall:
 - 1. be members of LWML;
 - 2. serve a term of two (2) years, and be eligible for reappointment;
 - 3. attend meetings as advisory members at the request of the President;
 - 4. be responsible to the President;
 - 5. furnish a report to the District convention; and
 - 6. perform all duties as prescribed by the President and Executive Committee.
- B. The Archivist/Historian shall:
 - 1. write a history of the District for the biennium; and
 - 2. gather and preserve records and other material of significance of the District.
- C. The Parliamentarian shall serve as an advisor in parliamentary procedure upon request.

- D. The District Convention Chairman shall be appointed from the host zone in accordance with the schedule set forth in the Leadership Guidelines and shall be responsible to the District Convention Planners, consisting of the District President, all Vice Presidents, Meeting Manager and Planner.
- E. The Short-Term Mission Coordinator shall:
 - 1. publicize opportunities for short-term mission trips;
 - 2. assist the mission teams with pre-trip planning; and
 - 3. report to the Executive Committee, Board of Directors and the District convention;
- F. The Lutheran Family Retreat Committee is composed of three (3) appointed LWML members and three (3) appointed Lutheran Laymen's League (LLL) members, with spouses also serving when feasible, who serve staggered three-year terms so there is only one new LWML appointee each year.

ARTICLE XII – FINANCES

Section 1 – MISSION OFFERINGS

- A. Mission offerings with the District shall be gathered using Mite Boxes or other means. Mite Boxes are furnished by the District Financial Secretary.
- B. Mission offerings are to be remitted to the District Financial Secretary.
- C. The District shall remit twenty-five (25) percent of such mission offerings to the national LWML at least four (4) times a year for approved mission projects and administration of the national LWML.
- D. The District shall retain seventy-five (75) percent of such offerings in its treasury for its approved mission grants and administration of the District.
- E. Convention and other special offerings shall be used in accordance with the specific resolutions as adopted.

Section 2 – FISCAL YEAR

The fiscal year of the District shall be April 1 to March 31, inclusive.

Section 3 – ADMINISTRATIVE EXPENSES

The routine administrative expenses incurred in the management of the District shall be paid from the treasury.

Section 4 – SPECIAL ACCOUNTS

The District shall have the following separate funds:

- A. Student Financial Aid Fund. This fund shall be invested in an account in the LCMS Extension Fund (LCEF) with the principal remaining invested but interest income earned being disbursed yearly as financial aid to students going into full-time church work. Any principal acquired in excess of one hundred thousand dollars (\$100,000) shall be applied to the interest available and awarded in the next school year in addition to the financial aid approved by the convention.
- B. God's Gracious Gift Fund. This fund shall accept only unrestricted cash gifts and continue in existence until revoked and be administered in accordance with the provisions of Article XIII and the Leadership Guidelines.
- C. Convention Fund. A separate convention account shall be established for each convention by the Convention Host Committee to handle all convention receipts and disbursements, with the District receiving any excess or paying any deficits after each convention.

ARTICLE XIII – MISSION GRANTS

Section 1 – GRANTS

Approved proposals for mission grants and GGGF grants will be presented at the District convention for selection by ballot.

- A. **Mission Grants**. The District shall select grants in each biennium to be funded through mission offerings. Disbursement of the mission grants shall be consistent with the adopted mission grants goal and prioritized for funding and money disbursed according to the number of votes received at the District convention. If the total mission goal for a biennium has been met, the funds in excess of the goal shall be applied toward the adopted mission goal for the following biennium.
- B. **GGGF Grants**. The District shall select grants in each biennium to be funded from GGGF. GGGF grants shall be paid following the close of the convention, in accordance with the procedures set forth in the Leadership Guidelines.

ARTICLE XIV – OFFICIAL COMMUNICATION

The official publication shall be called *The Kansas Sonshine*. It shall be published and distributed as determined by the Executive Committee.

The District shall maintain a website at www.kansaslwml.org.

ARTICLE XV – DISSOLUTION

In the event of dissolution, all assets shall revert to the Kansas District LCMS.

ARTICLE XVI – PARLIAMENTARY AUTHORITY

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

ARTICLE XVII – AMENDMENTS

Section 1 – PROCEDURE

- A. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the District convention.
- B. The proposed amendments shall have been approved by the national Structure Committee, presented for approval to the District Board of Directors, and published in the District newsletter two (2) months prior to the District convention.
- C. Each society will be furnished official notice of proposed amendments which shall constitute compliance with by-law requirements for notifying the voting assembly.
- D. By unanimous vote, a proposed amendment may be presented to the District convention without prior notice. A three-fourth (3/4) vote shall be required for adoption.