

LUTHERAN WOMEN'S MISSIONARY LEAGUE KANSAS DISTRICT

BYLAWS

(Approved 4/23/2022)

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 to:

- A. develop and maintain a greater mission consciousness among the women of the LCMS through Mission Education, Mission Inspiration and Mission Service; and
- B. 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 – GROUP

- A. Women's organizations within congregations of the LCMS, on campuses, or in resident homes shall be eligible for membership as Groups.
- B. One (1) or more groups 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 group 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 group.
- 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 group affiliated with the District. Individual LWML membership is not considered a group or a unit. Application for individual LWML membership shall be made directly to the District President.

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ARTICLE IV – ORGANIZATION

Section 1 – LWML GROUPS

LWML groups are composed of LCMS women in congregations, on campuses, in resident homes or in other settings. Groups 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 groups within a convenient geographical area. A group 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 Organizational Resources Committee for approval by this committee before being presented to the zone membership for adoption.
- C. Zones shall not adopt mission grants other than those of the District and the national LWML.

Section 3 – DISTRICT LWML

The District is composed of groups and individual members within congregations of the LCMS, on campuses, in resident homes, and those organized in settings other than these. Groups are united to form zones, zones are united to form districts; and districts are united to form the 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 Organizational Resources
- Vice President of Special Focus Ministries
- Recording Secretary
- Financial Secretary
- Treasurer

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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 group or as an individual member;
- C. select candidates for President and Vice President of Organizational Resources who have served as members of the District Board of Directors;
- D. obtain the written consent of all candidates to serve, if elected; and

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 Organizational Resources, 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 be eligible for one (1) non-consecutive reelection 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 6, 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 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 LWML Presidents Assembly; 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. coordinate the Caring Service 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 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;

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- 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 ORGANIZATIONAL RESOURCES

The Vice President of Organizational Resources 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 Organizational Resources Department;
- D. serve on the District Convention Planning Committee;
- E. facilitate interdepartmental meetings and focus the LWML vision through the planning process;
- F. facilitate the development and focus of organizational goals approved by the Board of Directors;
- G. oversee the on-going review of the District Bylaws and *Leadership Guidelines*;
- H. furnish a report to the District convention, including departmental duties; and
- I. perform all other duties pertaining to the office.

Section 7 – 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 8 – 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. manage the notification and certification of group delegates to District convention;
- E. furnish a report to the District convention; and
- F. perform all other duties pertaining to the office.

Section 9 – 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 groups upon request;
- F. furnish income reports to the Executive Committee, President, and the Treasurer as requested by the President;
- G. Receive Leader Development Fund funds to be held as directed by the Executive Committee;
- H. Serve as a member of the Endowment Fund Committee;

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- I. Receive funds for the Endowment Fund following the Guidelines for LWML-Kansas District Endowment Fund found in the Leadership Guidelines appendix;
- J. provide a detailed biennial report to the District convention; and
- K. submit records for financial review at the end of each biennium.

Section 10 – 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 **GGGF** to be disbursed at the direction of the District convention;
- F. retain Student Financial Aid (**SFA**) funds to be disbursed at the direction of the Gospel Outreach Department with the approval of the Executive Committee;
- G. Retain Leader Development Fund funds to be disbursed at the direction of the Executive Committee;
- H. Serve as a member of the Endowment Fund Committee;
- I. Retain Endowment Fund funds to be disbursed at the direction of the Endowment Fund Committee and the Guidelines for LWML-Kansas District Endowment Fund found in the Leadership Guidelines appendix;
- J. furnish financial reports to the Executive Committee, President and the Financial Secretary as requested by the President;
- K. provide a detailed biennial report to the District convention; and
- L. 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 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

Convention sites are determined based on a "District Convention Rotation Schedule" approved 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 Groups within a unit totals more than twenty (20) members, one (1) additional delegate may be selected 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 District.

Section 2 – DELEGATE DESIGNATION

- A. The Recording Secretary will contact each Zone President and each group/unit president eight (8) weeks prior to the District convention, indicating the number of delegates that may represent each unit.
- B. Zone Presidents will notify the Recording Secretary two (2) weeks prior to the convention, indicating the number of delegates that will represent each group/unit.
- C. Prior to the first convention session each delegate will affirm her status by signing a Zone Delegate Registration Sheet, indicating the group/unit she represents.

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 – LWML CONVENTION

The voting delegates of the 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 **LWML** 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. 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 groups;
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, and Meeting Manager. 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 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 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 APPOINTMENTS

Section 1 – DEPARTMENTS

The District Departments shall be Caring Service, Christian Life, Communication, Gospel Outreach, Organizational Resources, 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, Organizational Resources and Special Focus Ministries.

- 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; and
 - b. present suggestions and offer advice for developing caring service opportunities in the District, zones and groups.

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. encourage active participation in spiritual development programs; and
 - c. present suggestions and offer advice for conducting Christian life programs in the District, zones and groups.

C. COMMUNICATION DEPARTMENT

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

1. The Communication Committee, consisting of a chairman, four (4) 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.

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;

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- 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; and
 - (2.) give information regarding the proposed mission grants for the District convention, listing them according to their application date, to the Parliamentarian for the preparation of ballots;
- 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; and
 - (2.) give information regarding the proposed GGGF grants for the District convention, listing them according to their application date, to the Parliamentarian for the preparation of ballots;
- d. receive applications for student financial aid and, with the approval of the Executive Committee, determine distribution of any financial aid from the Student Financial Aid (SFA) fund which is over and above the amount included in the biennial mission goal, 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; and
 - (2.) prepare ballots of the proposed offerings for the Board of Directors meeting.

E. ORGANIZATIONAL RESOURCES DEPARTMENT

The Organizational Resources Department shall include the Organizational Resources Committee. The Vice President of Organizational Resources shall be the coordinator of the Organizational Resources Department.

- 1. The Organizational Resources Committee, consisting of a chairman, two (2) or more members and a Pastoral Counselor, plus the Parliamentarian as ex officio member, shall:
 - a. Examine and evaluate the Bylaws of the District;
 - b. Submit proposed amendments to the District Board of Directors for consideration and approval;
 - c. Send the required number of copies of proposed amendments to the national Structure Committee for its approval prior to adoption by the District membership;
 - d. Submit approved proposed amendments to the District convention;
 - e. Receive and examine Zone Bylaws and proposed amendments and approve those not in conflict with the District Bylaws; and
 - f. Be responsible for updating the *Leadership Guidelines*.

F. SPECIAL FOCUS MINISTRIES DEPARTMENT

The Special Focus Ministries Department shall include the Special Focus Ministries Committee, the Heart to Heart Sisters District Leader and committee, and the Church Workers in Mission (CWIM) Coordinator. 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;

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- 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.
2. The Heart to Heart Sisters District Leader and Committee shall develop and facilitate the Heart to Heart Sisters District program as per training received from LWML and/or direction from the District Executive Committee.
 3. The Church Worker in Mission (CWIM) Coordinator shall:
 - a. Welcome pastors and other church workers who are new to the Kansas District by sharing information about LWML in Kansas;
 - b. Show our appreciation for their church work and ministry; and
 - c. And form a relationship with them that will help fulfill the goal to spread the Good News of Jesus.

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 OFFICER

- A. The appointed officer shall be the Meeting Manager who shall:
 1. be a member of LWML;
 2. serve a term of two (2) years or until her successor is appointed, and be eligible for reappointment;
 3. be a voting member of the Executive Committee;
 4. be a voting member of the Board of Directors;
 5. be responsible to the District President; and
 6. report at 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 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 a liaison in handling any questions with facilities or other arrangements.

Section 6 – APPOINTED PERSONNEL

- A. The Appointed Personnel shall be Archivist/Historian, Parliamentarian, District Convention Chairman, Short-term Mission Coordinator, Prayer Mail Coordinator, Travel Chairman, and Endowment Fund Coordinator. 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

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2. gather and preserve records and other material of significance of the District.
- C. The Parliamentarian shall:
 1. serve as an advisor in parliamentary procedure upon request, and
 2. be an ex officio member of the Organizational Resources Committee (see Article XI, Section 3.E.1); and
 3. prepare convention ballots for Mission Grant proposals, GGGF proposals, and election of officers and pastoral advisor.
- 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, and Meeting Manager.
- 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. provide reports to the Executive Committee and Board of Directors.
- F. The Prayer Mail Coordinator shall circulate prayer requests through the District prayer mail network.
- G. The Travel Chairman shall explore options for transportation to the national convention.
- H. The Endowment Fund Coordinator shall:
 1. be the primary promoter of the fund;
 2. call meetings of the committee;
 3. be responsible for maintaining accurate records;
 4. be in charge of communication with all necessary parties, both within the Kansas District and externally.

ARTICLE XII – FINANCES

Section 1 – MISSION OFFERINGS

- A. Mite offerings with the District shall be gathered using Mite Boxes or other means. Mite Boxes are furnished by the District Financial Secretary.
- B. Mite offerings are to be remitted to the District Financial Secretary.
- C. The District shall remit twenty-five (25) percent of such mite offerings to the ~~national~~ LWML monthly for approved mission grants 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 offerings and other specified financial gifts shall be used in accordance with the donor's designation or the specific purpose 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 (SFA) Fund.
 1. Monies designated for student financial aid shall be invested in an account in the Lutheran Church Extension Fund (LCEF) with a minimum of \$10,000 remaining invested. Interest and principal above

LWML Kansas District BYLAWS

"Serve the Lord with gladness!" Psalm 100:2

the minimum balance will be disbursed by semester as financial aid to students preparing for full-time church work, in accordance with the procedures put forth in the *Leadership Guidelines*.

2. Any SFA monies returned to the District will be reinvested in the SFA fund.
- B. God's Gracious Gift Fund. The GGGF shall accept only unrestricted cash gifts, continue in existence until revoked, and be administered in accordance with the provisions of Article XIII and the *Leadership Guidelines*.
- C. Leader Development Fund. The purpose of the Leader Development Fund is to develop LWML women as leaders in the Kansas District. Sources of funding will include overages from LWML Kansas District conventions and Kansas District Christian Life Retreats. The fund will be administered by the LWML Kansas District Executive Committee as detailed in the Leadership Guidelines.
- D. LWML-Kansas District (KSD) Endowment Fund. The purpose of the KSD Endowment Fund is to hold and distribute planned giving estate gifts. The fund will be administered by the LWML Kansas District Endowment Committee as detailed in the Leadership Guidelines.
- E. 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 be presented for approval to the District Board of Directors, approved by the national Structure Committee, and published in the District newsletter two (2) months prior to the District convention.
- C. Each group will be furnished official notice of proposed amendments which shall constitute compliance with bylaw 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.

Adopted April 2012
Amended March 2014
Amended April 2016
Amended April 2018
Amended June 2020
Amended April 2022