

# SAMPLE GROUP BYLAWS

## BYLAWS

*(Name of the Organization)*

### ARTICLE I – NAME

The name of this organization shall be \_\_\_\_\_ of \_\_\_\_\_ Church, *(City), (State)*. This organization shall be affiliated with the Lutheran Women’s Missionary League (hereinafter referred to as LWML).

### ARTICLE II – OBJECT

The object of the organization shall be to:

- a. develop and maintain a greater mission awareness among the women of *(congregation name)*;
- b. provide opportunities for spiritual growth and Christian fellowship among the women of the *(congregation name)*;
- c. gather funds for mission grants;
- d. assist *(congregation name)* in its ministry to build the Kingdom of God; and
- e. foster and support the program of the LWML.

### ARTICLE III – MEMBERS

Any woman who is a communicant member of *(congregation name)*, who expresses a desire to join and has made the object of the organization her own, is eligible for membership.

### ARTICLE IV – CONVENTIONS

Delegates and alternates shall be selected to represent the organization at *(district name)* District LWML conventions.

[LWML units using alternative structures such as the circle plan should insert a different “Article IV – Structure” at this point and describe the organizational plan, then renumber the subsequent articles (i.e., “Article V – Conventions,” “Article VI - Officers, etc.)]

### ARTICLE V – OFFICERS AND ELECTIONS

#### Section 1

The elected officers shall be: President *(or Coordinator, or Director, or Chairman, or other title)*, Secretary *(or Recorder, or other title)*, Treasurer *(may be combined with office of Secretary as Secretary-Treasurer)*.

#### Section 2

These officers shall be elected by ballot at the *(season or month)* meeting to serve for a term of one (1) year *(or two years, or three, etc.)* or until their successors are elected, and shall be eligible for reelection. If there is only one (1) candidate per office, a voice vote may be taken. A majority vote shall elect.

#### Section 3

Newly elected officers shall assume their duties at the close of the meeting in which they are elected *(or insert date)*.

### ARTICLE VI – DUTIES OF OFFICERS

#### Section 1

The President shall:

- a. preside at all regular and special meetings, or arrange for someone to do so;
- b. be authorized to sign checks in the event of an emergency; and
- c. perform such other duties as the organization may prescribe.

#### Section 2

The Secretary shall:

- a. keep minutes of all regular and special meetings of the organization;
- b. conduct needed correspondence;
- c. keep records of current bylaws and standing rules; and
- d. perform such other duties as the organization may prescribe.

**Section 3**

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the members;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements;
- d. regularly remit Mite Box offerings to the designated district LWML financial officer;
- e. submit regular financial reports to the organization;
- f. submit records for financial review at the close of each fiscal year and with the change of officer; and
- g. perform such other duties as the organization may prescribe.

**ARTICLE VII – MEETINGS**

Meetings shall be held as specified by the members. Special meetings may be called by the President or at the request of *(insert number)* members. The members present at any duly called meeting shall constitute a forum.

**ARTICLE XIII – FINANCES**

**Section 1**

There shall be no dues, but voluntary offerings will be accepted at each regular meeting.

**Section 2**

Mite Box offerings shall be gathered at each regular meeting and submitted to the designated district financial officer.

**ARTICLE IX – FISCAL YEAR**

The fiscal year shall be from *(month, day)* to *(month, day)* inclusive.

[If a group wishes to site a parliamentary authority, that article should be inserted here; the authority must be the current edition of *Robert’s Rules of Order Newly Revised* to be in compliance with LWML, district, and zone bylaws.]

**ARTICLE XVI- AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting.

Date organization became an LWML group \_\_\_\_\_

Date of original bylaws \_\_\_\_\_

Date of last amendment to bylaws \_\_\_\_\_

--2015 Handbook Lutheran Women’s Missionary League