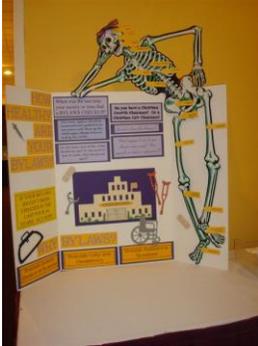


Structure Committee's Previous Web Page Articles

But everything should be done in a fitting and orderly way.
1 Corinthians 14:40

December 2012

How Healthy Are Your Bylaws?



At the June 2012 district convention, Bessie Lou Bylaws (see picture) attended the Bylaws Hospital and was there to ask the question "How Healthy Are Your Bylaws?" Marie Chow, Sandy Geisler, and Ruth Ann Shimoi, Doctors of Structure-Bylaws, were roaming the halls of the hotel, answering any questions people may have on their bylaws.

When did your bylaws have their last check-up? If it has been over four (4) years, then your bylaws need a check-up.

When you have checked your bylaws, made proposed revisions, and ready to send them to the District Structure Committee, check for the following to ensure your bylaws are healthy:

FORMAT		GRAMMAR		WORD USE		PUNCTUATION		SPELLING	
F1	Spacing, line	G1	Subject	W1	Superfluous	P1	Comma placement	S1	Plurals
F2	Spacing, word	G2	Verb agreement	W2	Awkward	P2	Comma omitted	S2	Prefixes
F3	Paragraph	G3	Preposition use	W3	Incomplete	P3	Semicolon use	S3	Suffixes
F4	Page numbers			W4	Outdated terminology	P4	Capitalization	S4	General errors
F5	Table of Contents					P5	Hyphen use		
F6	Consistency					P6	Quotation mark use		
DATES		SENTENCE STRUCTURE		MISCELLANEOUS					
D1	Original	T1	Run-on sentences	M1	Italics use for book titles				
D2	Revision	T2	Clarity						
D3	Update	T3	Relevance						

Remember, if you need sample bylaws, go to the "Links" section below, and you can download the sample bylaws.

June 2012

What Are Standing Rules and How Do We Use Them?

Standing rules are any adopted motion of an indefinitely continuing nature, other than bylaws or rules of order. Sometimes they are known as *policies*, *procedures* or another similar term. Examples:

- Two signatures are required on any check over \$10.
- No one may wear a hat to meetings.

A motion to adopt a budget for the year is *not* a standing motion because it is not indefinite in duration.

A standing rule is adopted in the same way other motions are adopted: motion, second, discussion, vote. The standing rules should be kept in a convenient place, such as the minutes book, so they can be easily accessed during discussions.

January 2012

BYLAWS! BYLAWS! READ ALL ABOUT THEM!

The practice of having two documents (constitution and bylaws) to define and guide an organization is obsolete. Today there is usually one chief document, the bylaws.

Bylaws are divided into parts, called ARTICLES, usually including Roman numerals and titles. Articles are the largest divisions of the document and generally outline the structure of organization. For LWML, use the following as a guideline in this order:

- Name
- Object of the members
- Membership
- Officers
- Pastoral Counselor
- Meetings
- Representation at Conventions
- Executive Committee
- Board of Directors
- Committees
- Finances
- Dissolution
- Parliamentary Authority, such as *Robert's Rules of Order Newly Revised*
- Amendments

When there is more than one statement included in an Article, that Article is divided into SECTIONS, either numbered or lettered. If any of those sections contains more than one statement, it is further divided and assigned a letter or number. Organizing the document in this manner allows reference to a particular section of a particular bylaw without confusion.

Bylaws should not contain trivial rules or temporary provisions. They are meant to provide the most basic regulations, understandable by the membership, and important enough that they will not need to be changed often.

Things that may be changed from year-to-year, or that are on-going activities that can change dates, places, etc., should be included in Standing Rules. And that is a topic for another day!

June 2011

The Five "W"s (And One "H") on Bylaws

WHAT are bylaws?

Bylaws are the "rules of the game." They allow the organization to function with order and consistency.

WHERE are the bylaws?

Hopefully not buried or lost! The District Structure Committee should have a copy if your organization has submitted them.

WHERE should they be?

The bylaws should be among the official documents of the organization and in the officers' manuals.

WHY do bylaws need to be changed?

Times, terminology, process, and even traditions change.

WHEN do bylaws need to be updated?

Bylaws should be reviewed every two (2) years, following the district convention. New wording, titles, and changes to LWML and district bylaws may require changes in zone and society bylaws.

HOW do we update our bylaws?

See below under "**High-Level Process for Proposed Amendments to Bylaws**" for more information.

WHO do we contact if we have questions?

The Vice President of Servant Resources should be able to help you.

January 2011

Reviewing Bylaws

Here are some items to note as you review your bylaws....

Terminology changes through the years and should be consistent from LWML to district to zone to society.

Old Terminology	Updated Terminology
Executive Board	Executive Committee
Historian	Archivist-Historian
Pastoral Advisor	Pastoral Counselor
Christian Growth Committee	Christian Life Committee
Bylaws Committee	Structure Committee
International LWML	LWML

Legal names:

- District: Lutheran Women’s Missionary League Washington-Alaska District or LWML Washington-Alaska District (note: there is no space before or after the hyphen)
- Zone: It is preceded by “Lutheran Women’s Missionary League Washington-Alaska District.” For example, Lutheran Women’s Missionary League Washington-Alaska District South Columbia Zone

It should be *Lutheran Woman’s Quarterly* when you first refer it (it needs to be italicized). On subsequent references, you can use *Quarterly* or *LWQ* (note that it is still italicized).

The word “mites” is lower case. “Mite Box” is capitalized in all instances.

Keep a running list of the month and year of when your bylaws were amended at the end of the bylaws so you can see the frequency.

Put page numbers for easier reference.