

**[Sample Zone Bylaws – revised May 2013]  
LUTHERAN WOMEN’S MISSIONARY LEAGUE  
WASHINGTON-ALASKA DISTRICT**

**(ZONE NAME) ZONE  
BYLAWS**

*[Document Notes:*

- *Anything that is within the brackets[] should be deleted after reviewing the notes (including this one)*
- *Anything underlined within parentheses () should be filled in with the appropriate information, chosen, or deleted. Delete the parentheses since this is only for visual purposes*
- *Fill in all areas that are underlined*
- *After the document is completed and all notes (including these notes) are deleted, then put the mouse over the "Table of Contents", right-click, select "Update Field", select "Update entire table" and Click "OK". This will update the Table of Contents.]*

**TABLE OF CONTENTS**

<b>ARTICLE I – NAME</b> .....	<b>3</b>
<b>ARTICLE II – OBJECT</b> .....	<b>3</b>
<b>ARTICLE III – MEMBERS</b> .....	<b>3</b>
SECTION 1 – ZONE .....	3
SECTION 2 – INDIVIDUAL.....	3
<b>ARTICLE IV – DISTRICT/LWML ORGANIZATION</b> .....	<b>4</b>
<b>ARTICLE V – OFFICERS</b> .....	<b>4</b>
SECTION 1 – OFFICERS - LISTED.....	4
SECTION 2 – ELECTIONS.....	4
SECTION 3 – VACANCIES .....	4
<b>ARTICLE VI – DUTIES OF OFFICERS</b> .....	<b>4</b>
SECTION 1 – PRESIDENT.....	4
SECTION 2 – VICE PRESIDENT .....	5
SECTION 3 – SECRETARY .....	5
SECTION 4 – TREASURER .....	6
<b>ARTICLE VII – NOMINATIONS AND ELECTIONS</b> .....	<b>6</b>
SECTION 1 – NOMINATING COMMITTEE.....	6
SECTION 2 – DUTIES.....	6
SECTION 3 – FLOOR NOMINATIONS AND VOTE .....	6
<b>ARTICLE VIII – SPECIAL APPOINTED PERSONNEL</b> .....	<b>6</b>
SECTION 1 – PERSONNEL LISTED.....	6
SECTION 2 – ARCHIVIST-HISTORIAN .....	7
SECTION 3 – PARLIAMENTARIAN .....	7
SECTION 4 – PUBLIC RELATIONS DIRECTOR .....	7

**ARTICLE IX – PASTORAL COUNSELOR ..... 7**

**ARTICLE X – MEETINGS..... 7**

SECTION 1 – FREQUENCY AND PURPOSE .....7

SECTION 2 – ATTENDANCE AND VOTING PRIVILEGES.....8

SECTION 3 – RALLY HOSTS .....8

SECTION 4 – QUORUM .....8

**ARTICLE XI – REPRESENTATION ..... 8**

SECTION 1 – DISTRICT MEETINGS .....8

SECTION 2 – LWML CONVENTIONS.....8

**ARTICLE XII – ADMINISTRATION ..... 9**

SECTION 1 – EXECUTIVE COMMITTEE .....9

SECTION 2 – BOARD OF DIRECTORS .....9

**ARTICLE XIII – COMMITTEES ..... 9**

SECTION 1 – STANDING COMMITTEES .....9

SECTION 2 – CHRISTIAN LIFE COMMITTEE .....9

SECTION 3 – HUMAN CARE COMMITTEE ..... 10

SECTION 4 – LEADER DEVELOPMENT COMMITTEE ..... 10

SECTION 5 – STRUCTURE COMMITTEE ..... 10

SECTION 6 – SPECIAL COMMITTEES..... 11

**ARTICLE XIV – FINANCES ..... 11**

SECTION 1 – DISTRICT AND LWML MISSION GOALS SUPPORT..... 11

SECTION 2 – OFFERING..... 11

SECTION 3 – DISTRICT AND LWML CONVENTION EXPENSES ..... 11

**ARTICLE XV – FISCAL YEAR..... 11**

**ARTICLE XVI – DISSOLUTION ..... 12**

**ARTICLE XVII – PARLIAMENTARY AUTHORITY ..... 12**

**ARTICLE XVIII – AMENDMENTS ..... 12**

**LUTHERAN WOMEN'S MISSIONARY LEAGUE  
WASHINGTON-ALASKA DISTRICT**

**(ZONE NAME) ZONE  
BYLAWS**

**ARTICLE I – NAME**

***[NOTE: The following article cannot be changed other than filling in the zone name.]***

The name of this organization shall be Lutheran Women's Missionary League Washington-Alaska District \_\_\_\_\_ Zone (hereinafter referred to as the zone). The Washington-Alaska District (hereinafter referred to as the district) is a subordinate organization of the Lutheran Women's Missionary League (hereinafter referred to as LWML).

**ARTICLE II – OBJECT**

The object of this zone shall be:

- A. to assist in developing and maintaining a greater mission consciousness among women in the zone through mission education, mission inspiration, mission service, and mission grants;
- B. to assist the district in promoting the object of LWML;
- C. to foster Christian fellowship among the members;
- D. to provide representation at LWML conventions in accordance with the LWML bylaws.

**ARTICLE III – MEMBERS**

**Section 1 – Zone**

The zone shall be composed of LWML societies and individual members located in the geographical area of the zone. These societies and individual members shall have complied with membership requirements as set forth in the bylaws of the district. When a congregation has more than one society, the societies shall be a unit.

**Section 2 – Individual**

An individual member is a woman who is unable to fulfill qualifications of an LWML society in her congregation or who finds no LWML society in her congregation. She must be a member of The Lutheran Church—Missouri Synod (hereinafter known as LCMS) congregation and have an interest in the object and program of the LWML. She may attend zone, district, and LWML meetings and conventions. She has a voice and a vote at zone meetings, but not at district or national LWML conventions except when serving as an elected delegate for the zone or the district. Individual membership is not considered a society or a unit.

***[NOTE: Some zones may or may not allow voice and vote at zone meetings, change accordingly.]***

## **ARTICLE IV – DISTRICT/LWML ORGANIZATION**

The zone shall be a part of the district and the LWML. All members may attend district conventions, held biennially in the even-numbered years and the LWML conventions, held biennially in the odd-numbered years. Delegate(s) and alternate(s) shall be elected to represent the zone and vote at these conventions.

***[NOTE: Unless the zone president is the automatic delegate to the LWML convention.]***

## **ARTICLE V – OFFICERS**

***[NOTE: This article will vary according to the practices in each district—that is, some zones may have more or less officers with different titles, may elect at other times, may not rotate officers, may not allow re-election. Amend accordingly.]***

### **Section 1 – Officers - Listed**

The officers of the zone shall be:

- President
- Vice President
- Secretary
- Treasurer

### **Section 2 – Elections**

- A. The election of officers shall take place at the fall (or spring) zone event.
- B. Officers are elected for a term of \_\_\_\_\_ (number) year(s) and shall be eligible for re-election for the same office.
- C. The President and the Secretary shall be elected in the (even or odd)-numbered years and the Vice President and Treasurer shall be elected in the (even or odd)-numbered years.
- D. The elected officers shall assume their duties following their election and installation at the fall (or spring) zone event.

***[NOTE: The above wording is for "staggered" elections on any offices may be so staggered as the zone desires. If all officers are elected at one time, amend this sentence accordingly.]***

### **Section 3 – Vacancies**

Vacancies occurring in elective offices shall be filled by members of the zone appointed by the Executive Committee.

## **ARTICLE VI – DUTIES OF OFFICERS**

### **Section 1 – President**

The President shall:

- A. preside at all zone meetings and rallies;
- B. appoint all standing committee chairmen, special committees, and special appointed personnel with the approval of the Executive Committee;
- C. serve as an ex-officio member of all committees, except the Nominating Committee;

- D. be the zone's representative as a member of the district Board of Directors; attending all meetings and biennial conventions, and when unable to attend, be responsible for zone representation in accordance with the district bylaws;
- E. be the zone's delegate to LWML conventions, and when unable to do so be responsible for zone representation in accordance with LWML Bylaws;  
***[NOTE: For zones who do not require their president to be the delegate, amend accordingly.]***
- F. be responsible to submit to the District President by the deadline set the required information on the zone's elected delegate(s) and alternate(s) to the LWML conventions;
- G. strive to visit all societies in the zone at least once every two (2) years;
- H. work with the Leader Development Committee Chairman in assisting women's groups in the zone interested in membership in the LWML;
- I. be responsible for carrying out requests from the district;
- J. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.

### **Section 2 – Vice President**

The Vice President shall:

- A. assist the President in carrying out the program of the LWML;
- B. perform the duties of the office of President in the latter's absence or inability to serve;
- C. be responsible for carrying out requests of the Executive Committee;
- D. have the first option to assume the office of President upon vacancy of this office;
- E. keep a simplified record of activities and operational material pertinent to the responsibilities of this office and pass on to the successor to this office.

***[NOTE: Because the zone has fewer meetings than the society, the zone Vice President is often assigned an additional duty, such as Structure Committee Chairman, Christian Life Committee Chairman, Leader Development Committee Chairman, Human Care Committee Chairman, or such. Add to the above duties the responsibilities for any additional job.]***

### **Section 3 – Secretary**

The Secretary shall:

- A. keep accurate minutes of all zone meetings and rallies;
- B. provide copies of minutes of zone administrative meetings to the personnel involved, and of the zone rallies to all officers and member societies, and copies of minutes or rallies to the district Archivist-Historian, within \_\_\_\_\_ (number) days following these meetings;
- C. maintain a current mailing list of all zone officers and society presidents;
- D. provide the district Corresponding Secretary with names and addresses of all the zone officers;
- E. conduct correspondence as necessary;
- F. send notices of the zone's administrative meetings to the personnel involved, and of the rallies to member societies and the District President and the *Evergreen Echoes* Editor;  
***[NOTE: If this duty is the responsibility of another officer, amend accordingly.]***
- G. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.

***[NOTE: Often in zones the Secretary is assigned additional duties, such as Treasurer, Public Relations Chairman, etc. Add statements pertaining to such additional duties.]***

#### **Section 4 – Treasurer**

The Treasurer shall:

- A. receive all monies and deposit in a bank approved by the Executive Committee;
- B. keep an accurate account of all receipts and disbursements;
- C. make all authorized expenditures;
- D. report at all zone meetings and rallies;
- E. submit to the district Financial Secretary all mite offerings which may be gathered at zone meetings, rallies, and/or other functions;
- F. be aware of the zone’s responsibility to the LWML and district travel funds and carry out duties as:  
***[NOTE: Amend according to local method in relation to travel fund.]***
- G. prepare the books at the end of the fiscal year and present for financial review;
- H. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.

### **ARTICLE VII – NOMINATIONS AND ELECTIONS**

#### **Section 1 – Nominating Committee**

A Nominating Committee of at least three (3) members shall be elected at the rally preceding elections.

***[NOTE: Nominating Committees should not be appointed.]***

#### **Section 2 – Duties**

The Nominating Committee shall:

- A. receive from member societies nominations for offices due for election;
- B. submit for each office to be filled a slate of qualified candidates who have given (written) consent to serve, if elected;
- C. prepare printed ballots with the names of candidates listed in alphabetical order.

#### **Section 3 – Floor Nominations and Vote**

- A. Nominations may be made from the floor, provided the nominee is present and provides written consent to serve.
- B. A majority vote shall elect.

### **ARTICLE VIII – SPECIAL APPOINTED PERSONNEL**

***[NOTE: Zones may decide as to the special appointed personnel desired.]***

#### **Section 1 – Personnel Listed**

The special appointed personnel shall be the Archivist-Historian, Parliamentarian, and Public Relations Director. They shall:

- A. be appointed by the President with the approval of the Executive Committee;
- B. serve \_\_\_\_\_ (number) year(s), or until their successors are appointed;
- C. (not) be eligible for reappointment;

- D. attend Executive Committee meetings in an advisory capacity.

***[NOTE: Responsibilities should be listed in the bylaws for the special appointed officers. Those noted below are suggestions:]***

### **Section 2 – Archivist-Historian**

The Archivist-Historian shall:

- A. gather and preserve records and other materials of historical significance to the zone;
- B. write a history of the zone, if none exists, or update the history;
- C. send to the district Archivist-Historian updated histories as well as records and documents deemed pertinent to the district history;
- D. keep a simplified record of activities and operational material pertinent responsibilities of the office and pass on to the successor to this office.

### **Section 3 – Parliamentarian**

The Parliamentarian shall serve as advisor on parliamentary procedure upon request.

### **Section 4 – Public Relations Director**

The Public Relations Director shall:

- A. be alert for news of the zone, district, and LWML that would be of interest to member societies and make it known to these societies, their congregations and the general public;
- B. serve as liaison between the zone and the district Public Relations Committee Chairman;
- C. be the coordinator of publicity at all zone functions;
- D. serve as editor of the zone newsletter and publish it twice annually;
- E. submit information about each zone event and major functions to the *Evergreen Echoes* Editor;
- F. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.

## **ARTICLE IX – PASTORAL COUNSELOR**

The Pastoral Counselor shall:

- A. be an LCMS pastor within the zone;
- B. be appointed (or elected) by the elected officers (or members) for a term of two (2) years, and shall be eligible for one (1) consecutive re-appointment;  
***[NOTE: If approval is required for a Pastoral Counselor, include statement accordingly, or amend the above.]***
- C. serve the zone in an advisory capacity;
- D. attend all zone meetings and rallies and the district conventions.

## **ARTICLE X – MEETINGS**

### **Section 1 – Frequency and Purpose**

- A. The zone shall hold at least one rally (or two rallies) per year in the (spring and/or fall) for the purpose of fellowship, inspiration for Christian Growth, and business.
- B. The zone shall conduct other events (workshops, seminars, retreats, etc.) as deemed necessary by the Board of Directors or as requested by the district.
- C. The Executive Committee is responsible for the rally business and program.

## **Section 2 – Attendance and Voting Privileges**

- A. All members of societies and all individual members in the zone may attend zone functions and have the privilege of vote.
- B. Members of organizations not yet chartered by the LWML may be invited as guests without the privilege of vote.

## **Section 3 – Rally Hosts**

- A. Member societies shall be given the privilege of serving as rally hosts as determined by the Board of Directors.
- B. The rally hosts shall coordinate with the board as to invitations to the rally, which shall be in the hands of the members at least \_\_\_\_\_ (number) days in advance.

## **Section 4 – Quorum**

The members present at any rally shall constitute a quorum.

# **ARTICLE XI – REPRESENTATION**

## **Section 1 – District Meetings**

- A. The President is a member of the district Board of Directors and represents the zone at all meetings of the board. Should she be unable to attend, an elected zone officer may attend in her place and have voice and vote.
- B. The President, as a member of the district Board of Directors, attends the district conventions with voice and vote. Should she be unable to attend, an elected zone officer may attend in her place and have voice and vote.
- C. The zone assists with expenses related to representation at district meetings.  
***[NOTE: The above may need amending according to bylaws of each district.]***

## **Section 2 – LWML Conventions**

- A. The zone shall have one (1) elected delegate for each ten (10) or fewer units and one (1) elected for each delegate for each additional ten (10) or major fraction thereof, as of January 1 preceding the LWML convention.
- B. The President shall serve as its first elected delegate. If she is unable to attend, or if additional delegates are allowed, an elected zone officer shall have the first option to be the elected delegate, with subsequent options offered to the zone's appointed officers and then the general membership.
- C. The alternate delegate(s) shall be first elected from among the elected and appointed officers and then from the general membership.  
***[NOTE: Some zones have other options for their elected delegate(s) and alternate(s); amend accordingly.]***
- D. The President shall provide the District President information about the elected delegate(s) and alternate(s) by the requested deadline for proper certification.
- E. It shall be the duty of the delegate(s) to attend all business sessions of the convention, and provide a report to each member society in the zone.



## **ARTICLE XII – ADMINISTRATION**

### **Section 1 – Executive Committee**

- A. The Executive Committee shall be composed of the elected officers. Special appointed personnel and Pastoral Counselor shall attend in an advisory capacity. A majority of the voting members present shall constitute a quorum.
- B. The Executive Committee shall:
  - 1. meet at the call of the President at least once annually;
  - 2. have the power to act in emergency between zone rallies;
  - 3. assist the President in implementation of the zone’s responsibilities;
  - 4. approve the bank for the zone’s account;
  - 5. assist the President in making appointments and approve all appointments.

### **Section 2 – Board of Directors**

- A. The Board of Directors shall be composed of members of the Executive Committee, special appointed personnel, and the President or her representative from each member society.
- B. The Board of Directors shall:
  - 1. meet at the call of the President or the Executive Committee at least one annually;
  - 2. assist in implementation of all zone programs;
  - 3. appoint a member of the zone to fill any vacancy on the Executive Committee;
  - 4. assist the Christian Life Committee Chairman and her committee in planning and implementing programs for events;
  - 5. request society representatives to report zone functions and actions to their society membership.

## **ARTICLE XIII – COMMITTEES**

***[NOTE: The following is provided as a guideline only for this particular article. Zones have the privilege of structuring their standing committees, if any, as they so desire, or as instructed by their district—so long as privileges and structure is not in conflict with district and LWML Bylaws and Robert’s Rules of Order Newly Revised. Amend or delete the following suggestions accordingly.]***

### **Section 1 – Standing Committees**

- A. The standing committees of the zone shall be the Christian Life, Leader Development, Human Care, and Structure.
- B. The committees not automatically chaired by an elected officer shall have its chairmen appointed by the President with the approval of the Executive Committee and shall have the privilege of vote.
- C. Each chairman shall appoint committee members as deemed necessary to carry out the assigned responsibilities of the committee.

### **Section 2 – Christian Life Committee**

The Christian Life Committee shall:

- A. encourage member societies to use program resources for spiritual growth;
- B. assist member societies in planning Christian growth programs as requested;

- C. maintain a file of program resources from the district and LWML for use in program planning in the zone and in providing assistance to member societies;
- D. assist in planning and implementation of all zone Christian Life programs requesting assistance of society Christian Life Chairmen as desired;
- E. encourage members to use creative skills in the development of resource materials for Christian growth;
- F. serve as a liaison between the district Christian Life Committee Chairman and the member societies;
- G. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successors to this committee.

### **Section 3 – Human Care Committee**

The Human Care Committee shall:

- A. serve as a liaison between the district Human Care Committee Chairman and the member societies;
- B. gather information on potential service projects and share with member societies, providing encouragement and assistance;
- C. plan and implement mission service projects within the zone as requested by the district;
- D. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successors to this committee.

### **Section 4 – Leader Development Committee**

The Leader Development Committee shall:

- A. be aware of women’s organizations in the zone not affiliated with the LWML and be an encouragement to them to become a part of the LWML;
- B. equip and encourage women to reach out in love, promote the education and training of members of all ages, helping them develop skills so they can achieve their potential as they serve the Lord;
- C. assist member societies in planning and implementing member development programs, and provide or suggest resource materials to enhance such a program;
- D. maintain a file of member development resource materials for use in zone functions and in providing assistance to member societies;
- E. plan and implement member development workshops and seminars within the zone, especially those requested through the district and LWML;
- F. serve as a liaison between the district Leader Development Committee Chairman and the member societies;
- G. keep a simplified record of activities and operational materials pertinent to the responsibilities of the office and pass on to the successors to this committee.

### **Section 5 – Structure Committee**

The Structure Committee shall:

- A. study the bylaws of the zone;
- B. submit to the Board of Directors for approval such amendments as it deems advisable, subsequently submitting the same to the district Structure Committee for approval;
- C. submit approved proposed amendments to the zone for approval;
- D. be responsible for printing up-to-date copies of zone bylaws for officers, member societies, and district files;

- E. encourage member societies to keep their bylaws current, providing assistance, when requested, and advising on the availability of bylaws resource materials;
  - F. reinforce information to member societies as to the district LWML procedure for amending bylaws;
  - G. keep a simplified record of activities and operational material pertinent to the responsibilities of the office and pass on to the successors to this committee.
- [NOTE: If a zone does not wish for their Structure Committee to be an ongoing committee, they can be a "Special Committee" and be so listed below in Section 6 below.]***

**Section 6 – Special Committees**

- A. Special committees shall be appointed by the Executive Committee (or Board of Directors) to perform specific tasks assigned, and shall cease to exist once the tasks are completed.
- B. Special committee tasks shall not duplicate those encompassed by the duties of the elected or appointed officers.
- C. Special committees may include: Financial Review and Nominating.

**ARTICLE XIV – FINANCES**

**Section 1 – District and LWML Mission Goals Support**

The zone shall:

- A. adopt no mission grant projects;
- B. promote use of the Mite Box and voluntary contributions by zone members to the district and LWML mission goal.

**Section 2 – Offering**

- C. An offering, an expense-sharing fee, or both shall be taken at rallies and at other zone functions.
- D. Such monies shall cover expenses involved in each zone function (speaker, food, postage, etc.), with any surplus sent to the zone treasury for general expenses.
- E. Surplus funds may be sent to the district.
- F. All mite offerings gathered at any zone functions shall be submitted to the district Financial Secretary.

**Section 3 – District and LWML Convention Expenses**

Assistance with expenses for the President, the Pastoral Counselor, and others required to attend the district convention, and for the delegate(s) to attend the LWML convention shall be paid out of the treasury as determined by the Board of Directors.

***[NOTE: Herein include statement(s) as to the zone’s procedure for gathering funds for the national LWML travel fund if this is done. If lengthy, place in a separate section.]***

**ARTICLE XV – FISCAL YEAR**

The zone’s fiscal year shall be from (month day) to (month day).

***[NOTE: The fiscal year should coincide close to that of the election of officers, to that when there is a changeover of Treasurers, the books can be reviewed at that time. The fiscal year can be from fall rally to fall rally. It***

***should include a 12-month period even if the program year is only nine (9) months (e.g., no meetings are held during the summer months).]***

**ARTICLE XVI – DISSOLUTION**

***[NOTE: This section is optional. If this section is used, it must be before the article on parliamentary authority.]***

In case the zone shall for any reason dissolve, all property of the zone shall become the property of the district.

**ARTICLE XVII – PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of *Robert’s Rules of Order Newly Revised* shall govern the proceedings of the zone in all cases to which they are applicable and in which they are not inconsistent with these bylaws, standing rules or Christian principles.

**ARTICLE XVIII – AMENDMENTS**

- A. All proposed amendments to the zone bylaws shall be presented to member societies at least sixty (60) days prior to a zone rally, provided proposed amendments have been approved by the Board of Directors and the district Structure Committee.
- B. Adoption of the proposed amendments shall require a two-thirds (2/3) vote of the members present and voting at the rally.
- C. By unanimous vote a proposed amendment may be presented to a zone rally without previous notice, provided it has been approved by the district Structure Committee. A three-fourths (3/4) vote shall be required for adoption.

Date zone became district member \_\_\_\_\_

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

Date amended \_\_\_\_\_

***[NOTE: Record at the end of the bylaws all dates (month and year only) of action to the bylaw—that is, original date of adoption, dates of all subsequent amendments.]***