



Lutheran Women's Missionary League <local group name> Bylaws

ARTICLE I — NAME

The name of this organization shall be <local group name> of <congregation name> 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 this organization shall be:

- a. to develop and maintain a greater mission awareness among the women of <congregation name>;
- b. to provide opportunities for spiritual growth and Christian fellowship among the women of the <congregation name>;
- c. to gather funds for mission grants;
- d. to assist <congregation name> in its ministry to build the Kingdom of God; and
- e. to 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 LWML <district name> District 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*), Vice President (*optional*), 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 at 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 Vice President shall:

- a. perform the duties of the office of President when requested to do so by the President;
- b. fill a permanent vacancy in the office of the President;
- c. <here and in subsequent sentences, list additional duties the organization requires of the Vice President>; and
- d. perform such other duties as the organization may prescribe.

Section 3

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 4

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 quorum.

ARTICLE VIII — 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 the local group wishes to cite a parliamentary authority, that article should be inserted here:

ARTICLE X — PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws, zone bylaws, <district short name> bylaws, LWML Bylaws, applicable law, or Christian principles.]

ARTICLE X — AMENDMENTS

Section 1

- a. These bylaws may be amended by a two thirds (2/3) vote of the members present and voting at a regularly scheduled meeting. The proposed amendments shall have been approved by the district Structure Committee and then sent to each member <number> days prior to the meeting in which they will be considered for adoption.
- b. By unanimous vote, a proposed amendment may be presented at a meeting. A three-fourths (3/4) vote shall be required for adoption.

Section 2

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the district Structure Committee for review before being presented to the local group membership for adoption.
- b. Upon adoption by the local group, the required number of copies shall be submitted to the district Structure Committee for filing.

Date organization became an LWML group (*date*)
Date of original bylaws (*date*)
Date of last amendments to bylaws (*date*)