

# LWML Chesapeake District Bylaws 2022

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## ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Chesapeake District (hereinafter referred to as District LWML), 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:

- a. To develop and maintain a greater mission consciousness among women of the district through mission education, mission inspiration and mission service.
- b. To gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budget.
- c. To foster and support the program of LWML.
- d. To take charge of, hold and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization.

## ARTICLE III – MEMBERS

### Section 1. Membership

- a. Women's organizations within the LCMS congregations of the Chesapeake District, on campuses, in resident homes, or in other settings shall be eligible for membership as groups.
- b. One (1) or more groups affiliated with the District LWML within a congregation, on a campus, in a resident home, or in a single setting shall be considered one (1) unit.
- c. All women who are communicant members of an LCMS congregation shall be eligible for membership in a group.
- d. Where no women's organization exists, one may be formed particularly for the purpose of joining the District LWML.
- e. Individual membership is available to a woman in an LCMS congregation with or without a group affiliated with the District LWML. Individual membership is not considered a group or a unit, nor does it confer voting privileges at the national or District level.
- f. Groups and individuals in congregations of non-geographical LCMS districts, who are within the geographical bounds of the Chesapeake District, may apply to become part of the district after obtaining a release from their own district. Upon acceptance, they would be eligible for all rights and privileges as members of the Chesapeake District.

### Section 2. Application for Membership

Group membership in the District LWML shall be obtained by:

- a. Presenting a resolution of the group.
- b. Obtaining approval of the local congregation.

- c. Obtaining a certificate of membership from the District LWML Vice President of Organizational Resources.
- d. Individual membership shall be obtained by presenting a request to the District Vice President of Organizational Resources.

## ARTICLE IV – ORGANIZATION

### Section 1. Zones

- a. All groups of the District LWML shall be organized into zones.
- b. The boundary of each zone shall coincide as nearly as possible with the LCMS circuits,

### Section 2. Purpose

Each zone shall meet at least once a year for the following purposes:

- a. To provide mutual inspiration, encouragement, and education.
- b. To elect delegates to the LWML convention.
  - 1. Each zone shall have one (1) accredited delegate for each ten (10) or fewer groups and one (1) additional delegate for each additional ten (10) groups or major fraction thereof
  - 2. The names of such delegates must be immediately presented to the Executive Committee of the District LWML.
  - 3. In the event a zone fails to elect a delegate, the District LWML Executive Committee may appoint a delegate from that zone to represent that zone and the District LWML at the convention of the LWML.

### Section 3. Groups

Each group, in addition to supporting the program of the congregation, is expected to:

- a. Carry out the aims of the LWML mission statement.
- b. Promote the object of the LWML – mission education, mission inspiration, and mission Service.
- c. Distribute and encourage use of the official LWML and District LWML publications.
- d. Arrange for distribution and collection of mission offerings using Mite Boxes, or other voluntary means.
- e. Appoint or elect a Christian Life Chairman, to promote the spiritual growth of the LWML.
- f. Appoint an LWML Networker who is responsible for receiving and communicating information from the zone or district to the group leaders and others in the congregation, as appropriate. The suggested term for a Networker is three (3) to five (5) years.

## ARTICLE V – CONVENTIONS

### Section 1. Conventions

- a. This District LWML shall hold a convention in the even-numbered years. The time and place shall be determined by the Meeting Managers and approved by the Executive Committee, in keeping with the Convention Rotation Schedule which appears in the Standing Rules.

## Section 2. Representation

Representatives who have the privilege of vote shall be:

- a. Two (2) delegates from each group.
- b. Members of the Board of Directors.
- c. Past Presidents of the Chesapeake District who are currently members of LWML and reside in the Chesapeake District.

## Section 3. Group Delegates

Each group affiliated with the Chesapeake District LWML shall elect two (2) delegates to represent it at the district convention. When one (1) or more groups affiliated with the District LWML exist within a congregation, the two (2) delegates representing the unit shall be elected according to group bylaws.

- a. The group delegates shall present credentials signed by the president of the group they represent.
- b. The credentials shall be presented to the zone chairman for certification and forwarding to Recording Secretary.

## Section 4. Quorum

A majority of the registered voting body present shall constitute a quorum.

# ARTICLE VI – OFFICERS AND ELECTIONS

## Section 1: Elected Officers

- a. The elected officers shall be:

President  
Vice President of Christian Life  
Vice President Gospel Outreach  
Vice President of Communication  
Vice President of Organizational Resources  
Vice President of Special Focus Ministries  
Recording Secretary  
Financial Secretary  
Treasurer

- b. The elected officers shall be elected by ballot at the district convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for re-election to the same office.

## Section 2. Elections

- a. The elections of officers shall be as follows:
  1. The Vice President of Christian Life, the Vice President of Organizational Resources, the Vice President of Gospel Outreach, and the Treasurer shall be elected for a four (4) year term to begin with the 2020 convention.
  2. The President, the Vice President of Communication, Vice President of Special Focus Ministries, the Recording Secretary, and the Financial Secretary, shall be elected for a four (4) year term to begin with the 2022 convention.

- b. Officers shall be elected at conventions with installation prior to adjournment.  
A majority of votes cast shall elect.
- c. Election shall be by ballot.
- d. In the event there is only one (1) nominee for each office, election of the full slate may be by voice vote. If there are nominations from the floor, a ballot shall be required.

### Section 3. Vacancies

- a. In the event of incapacity or other situation creating a vacancy in the office of President, the Vice President of Organizational Resources shall fill the vacancy until the President is able to resume her duties or until an election is held by the Board of Directors. The candidates eligible to fill the permanent vacancy shall be Vice Presidents who are serving in the third or fourth year of their terms of office.
- b. Vacancies in the other offices shall be filled by appointment of the Executive Committee.
- c. The filling of a vacancy for less than one (1) year shall not be considered a term of office.

## ARTICLE VII – DUTIES OF OFFICERS

### Section 1. The President shall:

- a. Preside at the conventions of the District LWML.
- b. Preside at the meetings of the Executive Committee (EC) and the Board of Directors (BOD).  
Be responsible for appointing standing committee chairmen and members and appointed officers, with the approval of the Executive Committee.
- c. Appoint special committees, as empowered by the Executive Committee.
- d. Serve as ex-officio member of all committees, except the Nominating Committee.
- e. Be authorized to sign checks for the Treasurer in an emergency or her absence.
- f. Approve payments for legitimately incurred expenditures.
- g. Be a member of the LWML Presidents Assembly; if unable to attend a President’s Assembly or national convention, any LWML District officer shall be authorized to attend as the President’s representative and shall have voice and vote.
- h. Present a written report to the District LWML convention, including a report of the Board of Directors.
- i. Notify members of the Board of Directors and Executive Committee of all meetings.
- j. Perform other duties as set forth in the Leaders’ Manual.

### Section 2. The Vice President of Christian Life may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. Be coordinator of the Christian Life Department, including the Christian Life Committee.
- b. Be a member of the Special Gifts Endowment Fund Committee.
- c. Coordinate online Prayer Warriors by receiving and sending out prayer requests.
- d. Maintain contact with the LWML Department of Christian Life.
- e. Present a written report to the District LWML convention, including department activities.
- f. Perform other duties as set forth in the Leaders’ Manual.

Section 3: The Vice President of Communication may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. Be coordinator of the Communication Department.
- b. Coordinate all District publicity including overseeing the district newsletter and District website editors.
- b. Maintain contact with the LWML Department of Communications.
- c. Be responsible for the publication of the district convention manual.
- d. Present a written report to the District LWML convention, including department activities
- e. Perform other duties as set forth in the Leaders' Manual.

Section 4. The Vice President of Gospel Outreach may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. Be coordinator of the Gospel Outreach Department and chair the Mission Grants Committee.
- b. Receive mission grant proposals for the District LWML convention ballot.
- c. Present to the Board of Directors for selection of proposed mission grants to be placed on the District LWML convention ballot.
- d. Prepare for impartial presentation of the grants chosen to be on the Mission Grant ballot and share with delegates and other convention attendees.
- e. Requisition and disperse mission grant funds and monitor the progress of each recipient until completion.
- f. Provide to the Board of Directors a report on the progress of each adopted mission grant until its completion.
- g. Assure that the most current Guidelines for Submitting Grant Proposals for national LWML grants are distributed within the Chesapeake District.
- h. Facilitate the work of Gifts from the Heart Committee to select ingathering items for Executive Committee and the Board of Directors meetings, Christian Life Retreats, and the District LWML.
- i. Requisition and disburse mission grant funds and monitor the progress of each recipient until completion.
- j. Prepare an impartial presentation of the approved proposed grants for the convention.
- k. Perform other duties as set forth in the Leaders' Manual.

Section 5. The Vice President of Organizational Resources may perform the duties of the office of President in the absence, or at the request of the President and shall:

- a. Fill the vacancy, in the event of an emergency or permanent vacancy in the office of President, until the President can resume her responsibilities or until the next District convention.
- b. Be coordinator of the Organizational Resources Department, including LWML Store Committee, Structure Committee and Growth and Leadership Development Committee.
- c. Coordinate requests for and present membership certificates to new groups.
- d. Assist in preparation of the annual District Statistical Report of zones, groups, and members.
- e. Maintain worship supplies and paraments for use at all District events.
- f. Maintain a list of group charter dates.
- g. Present a written report to the District LWML Convention, including department activities.
- h. Perform other duties as set forth in the Leaders' Manual.

Section 6. The Vice President of Special Focus Ministries may perform the duties of the office of President in the absence or at the request of the President and shall:

- a. Coordinate the Special Focus Ministries Department, including Heart to Heart Committee, Deaf Ministry Liaison, Young Women Committee and Church Workers in Mission Committee.
- b. Maintain contact with the LWML Department of Special Focus Ministries.
- c. Present a written report to the District LWML Convention, including department activities.
- d. Perform other duties as set forth in the Leaders' Manual.

Section 7. The Recording Secretary shall:

- a. Record the proceedings of District LWML conventions and meetings of the Board of Directors and Executive Committee.
- b. Provide each member of the Board of Directors with a copy of the minutes of the convention and all board meetings within four weeks of said meeting.
- c. Receive and file report of officers and both standing and special committees.
- d. Perform such other duties as requested by the President.
- e. Certify all Zone voting delegates as they register prior to the district convention.
- f. Work with the Convention Registrar prior to and during the district convention to ascertain an accurate list and count of voting delegates.
- g. Plan delegate seating prior to convention and set up Zone signs and delegate seating signs during the convention business sessions.
- h. Present a written report to the District LWML convention
- i. Perform other duties as set forth in the Leaders' Manual.

Section 8. The Financial Secretary shall:

- a. Receive all monies of the District LWML and deposit them in a financial institution(s) approved by the Executive Committee.
- b. Keep an accurate account of these receipts and deposits and send a monthly report of receipts and deposits to the Treasurer and to the President.
- c. Submit financial reports of receipts to each Executive Committee and Board of Directors' meeting, and to the District LWML convention.
- d. Submit books for financial review at the end of each fiscal year.
- e. Perform other duties as set forth in the Leaders' Manual.

Section 9. The Treasurer shall:

- a. Make all payments authorized by the Executive Committee.
- b. Remit quarterly to LWML twenty-five percent (25%) or more of the mites received.
- c. Monitor the amount of mites designated to District grants and notify the VP of Gospel Outreach for disbursement.
- d. Keep an accurate account of all deposits and disbursements.
- e. Submit financial reports of disbursements to the President, to each Executive Committee and Board of Director's meeting, and to the District LWML convention.
- f. Submit books for financial review at the end of each fiscal year.
- g. Have authority to sign required documents on behalf of the Endowment Fund.
- h. Perform other duties as set forth in the Leaders' Manual.

## ARTICLE VIII – NOMINATIONS

### Section 1. Nominating Committee

A Nominating Committee of three (3) members shall be elected by the District LWML Board of Directors in May, following each District Convention. The member receiving the highest number of votes shall be Chairman and be an advisory member of the Board of Directors.

### Section 2. Duties

The Nominating Committee shall:

- a. Submit for each elective office a slate of candidates who have given their written consent to serve, if elected.
- b. Publish their report prior to the District LWML convention;
- c. Prepare ballots with the names of candidates listed in alphabetical order.

### Section 3. Nominations

- a. Groups or individual members may submit names for elective offices to the Nominating Committee for their consideration. The chairman is responsible for obtaining completed nomination forms from these nominees by specified date, in even number years.
- b. Nominees being considered for elective offices shall have at least two (2) years' experience on group or zone levels, during which time they shall have held office. They shall be active in the work of their group or zone at the time of nomination
- c. Further nominations may be made from the convention floor, provided nominees meet all qualifications for office and are present or have written consent to serve, if elected.

## ARTICLE IX – BOARD OF DIRECTORS

### Section 1. Composition

The District LWML Board of Directors shall consist of the elected officers, zone chairmen or presidents, standing committee chairmen, and appointed officers.

- a. No person may cast more than one vote as a member of the Board of Directors. Should a zone representative also serve as zone chair, she may designate the co-chair or another elected officer of her zone to have the privilege of voice and vote in her place as needed.
- b. Should a Zone Chair be unable to participate in a Board of Directors meeting or District LWML Convention, she may designate the co-chair or another elected officer of her zone to have the privilege of voice and vote in her place as needed.
- c. The immediate past-President, serving for one (1) year, the Pastoral Counselors, and the Nominating Committee Chairman shall be members serving in an advisory, non-voting capacity.

### Section 2. Meetings

- a. Regular meetings shall be held annually.
- b. Special meetings may be called by the President or at the request of three (3) members of the Board of Directors.
- c. A meeting of the Board of Directors shall be held in the convention city preceding the District LWML convention to consider the business which will be brought before the convention.

### Section 3. Duties

The Board of Directors shall:

- a. Transact all business of the District LWML between conventions.
- b. Consider and approve, with the guidance of the Pastoral Counselors, proposed mission grants and Bylaw amendments, before presentation to the District LWML convention.
- c. Provide for the distribution of the magazine published by the LWML.
- d. Coordinate the work of the zones.
- e. Appoint a committee of two (2) persons to conduct a financial review of the accounts of the Financial Secretary and the Treasurer, at the end of each two-year fiscal cycle in even numbered years.
- f. Elect a Nominating Committee of three (3) members in May, following each District Convention. The member receiving the highest number of votes shall be Chairman and be an advisory, non-voting member of the Executive Committee.
- g. Arrange for events of the whole District LWML, or parts thereof, for mutual encouragement and inspiration.

### Section 4. Quorum

Thirteen (13) voting members either physically present or virtually via web shall constitute a quorum.

## ARTICLE X – EXECUTIVE COMMITTEE

### Section 1. Composition

The District LWML Executive Committee shall consist of the elected officers and standing committee chairmen.

- a. No member shall hold more than one (1) voting position on the Executive Committee.
- b. The immediate past-President for one (1) year, the appointed officers, and Pastoral Counselors shall be members serving in an advisory, non-voting capacity.

### Section 2. Meetings

- a. The Executive Committee shall meet at the call of the President and may, when necessary, take action by mail or electronic messaging.
- b. Five (5) voting members present either physically present or virtually shall constitute a quorum of the Executive Committee.

### Section 3. Duties

The Executive Committee shall:

- a. Transact the business of the Board of Directors between meetings of that body.
- b. Approve and supervise the program of the biennial convention.
- c. Fill all vacancies occurring in the elective except in the office of President. (see Article VI, Section 3 b.)
- d. Arrange for payment of legitimately incurred expenses of the Board of Directors.
- e. Approve financial institution(s) for deposit of District LWML funds.
- f. Approve appointments of Standing Committee chairmen and members, and appointed officers.
- g. Empower the President to appoint special committees.



## ARTICLE XI – DEPARTMENTS AND STANDING COMMITTEES

### Section 1. Composition

- a. The departments shall be Christian Life, Communication, Gospel Outreach, Organizational Resources, and Special Focus Ministries with a Vice President serving as coordinator of each department. The coordinator shall be an ex-officio member of the committees in the department. The Standing Committees shall be Christian Life, Mission Grants, Gifts from the Heart, Growth and Leadership Development, Structure, Special Gifts Endowment Fund, LWML Store, Young Women, Heart to Heart, Deaf Ministry and Church Workers in Mission.
- b. Standing Committee chairmen and members shall be appointed by the District LWML President, with the approval of the Executive Committee, except where committee chairman is the department, Vice President. The chairmen shall be voting members of the Board of Directors and (except for the Special Gifts Endowment Fund) of the Executive Committee.
- c. Standing Committee chairmen and members shall be appointed for a term of (2) years from November 1 to October 31, or until their successors are appointed. They shall be eligible for one (1) re-appointment to consecutive terms.

Section 2. The Christian Life Department shall include the Christian Life Committee. The Christian Life Committee, consisting of the chairman, at least two (2) members and a Pastoral Counselor, shall:

- a. Plan programs to encourage spiritual development of the members of the District LWML.
- b. Conduct a District LWML Christian Life Retreat in the odd-numbered years.
- c. Identify Christian Life materials for use at the District Convention and Zone events.

Section 3. The Gospel Outreach Department shall include the Mission Grants Committee and Gifts from the Heart Committee.

- a. The Mission Grants Committee, consisting of the Vice President of Gospel Outreach as chairman, at least two (2) members and a Pastoral Counselor, shall:
  1. Review mission grant proposals guidelines before they are published.
  2. Review and evaluate all mission grant proposals before they are presented to the Board of Directors to select grants for the convention ballot. (Article VII, section 3.b).
  3. Submit all International Grant proposals to the Office of International Mission.
  4. Assist the Vice President of Gospel Outreach in preparing the presentation of proposed grants to the convention.
  5. Perform other duties as outlined in the Leaders' Manual.
- b. The Gifts from the Heart Committee consisting of the chairman, at least (2) members and a Pastoral Counselor. shall:
  1. Select ingathering items for Executive Committee, Board of Directors meetings, Christian Life Retreat, and the District LWML Convention, and provide disbursement of same.
  2. Perform other duties as outlined in the Leaders' Manual.

Section 4. The Organizational Resources Department shall include the Growth and Leadership Development Committee, the Structure Committee, and the LWML Store Committee.

- a. The Growth and Leadership Development Committee, consisting of the department Vice President as chairman, at least two (2) members, and a Pastoral Counselor, shall:
  1. Reach out to organizations not affiliated with the LWML and attempt to enroll them as groups in the LWML.
  2. Provide materials and training to each member to increase skills for leadership in the LWML.
  3. Create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase membership within their group.
  4. Assist with communion set up at District events.
  5. Perform other duties as outlined in the Leaders' Manual.
- b. The Structure committee, consisting of the chairman, at least two (2) members, and a Pastoral Counselor, shall:
  1. Study the bylaws of the District LWML and submit to the Board of Directors for approval such amendments as it deems advisable.
  2. Send an electronic copy of all proposed amendments to national LWML Structure Committee with sufficient time for the Committee to review and return to the District Structure Chairman with corrections or approval.
  3. Review all zone standing rules and/or bylaws and note those in conflict with LWML and District LWML Bylaws.
  4. Perform other duties as outlined in the Leaders' Manual.
- c. The LWML Store Committee shall:
  1. Arrange for availability of LWML products for sale at District LWML conventions and Christian Life Retreats.
  2. Assist the District President in obtaining necessary items for meetings of the Board of Directors, the Executive Committee, and other District LWML functions as needed.
  3. Maintain a supply of Mite Boxes for distribution at Board of Director Meetings and District events.
  4. Perform other duties as outlined in the Leaders' Manual.

Section 5. The Special Focus Ministries Department shall include the Heart-to-Heart Committee, Young Women Committee, Church Workers in Mission, and the Deaf Ministries Liaison.

- a. The Heart-to-Heart Committee, consisting of the chairman and at least two (2) members, and a Pastoral Counselor shall:
  1. Identify develop, support, and encourage women leaders in ethnic ministries, thus celebrating the gifts God has given the church.
  2. Be intentional about giving these women, through networking, training, support, and resources, the opportunity to learn about and participate in the mission of LWML, at every level – group, zone, district, national.
  3. Identify and encourage cross-culture opportunities within LWML, thus emphasizing the church's rich diversity.
  4. Have its chairman report to each regular meeting of the Board of Directors, Executive Committee Meetings and to the convention.
  5. Perform other duties as outlined in the Leaders' Manual.

- b. The Young Women Committee, consisting of the chairman, at least two (2) members and a Pastoral Counselor, shall:
  - 1. Encourage active participation in the full scope of LWML ministries by younger women.
  - 2. Educate young women of the LWML Chesapeake District at district workshops and retreats.
  - 3. Accept and prepare materials to be used by the Executive Communities for selection of young women to represent the Chesapeake District at LWML conventions.
  - 3. Publicize items of interest to young women in various District LWML publications and on the district website.
  - 4. Perform other duties as outlined in the Leaders' Manual.
- c. The Deaf Ministries Liaison shall:
  - 1. Be appointed by the LWML district president for a two (2) year term, eligible for reappointment, and serve as a non-voting member of the Board of Directors. If needed, the department Vice-President may appoint a committee of two (2) or three (3) to assist the liaison.
  - 2. Actively promote participation of deaf or hard of hearing women in the LWML by working with the district president to engage and invite attendance at district events, thus encouraging their spiritual growth.
  - 3. Promote the webpage on lwml.org that provides links to resources which will assist hearing Lutheran Women in Mission to work with the deaf and hard of hearing women in the district.
  - 4. Perform other duties as outlined in the Leaders' Manual.
- d. The Church Workers in Ministry Committee shall:
  - 1. Encourage and equip pastors and other church workers to assist and support LWML groups at all levels in their churches.
  - 2. Encourage pastor-to-pastor mentoring by pastoral counselors.
  - 3. Provide resources to aid groups in churches in welcoming and supporting new church workers, encourage Chaplains and women in the military to join a LWML group.
  - 4. Monitor the Church Workers in Mission webpage.
  - 5. Perform other duties as outlined in the Leaders' Manual.

Section 6. The Communication Department shall include the Communication Committee, and be responsible for overseeing all publications, website, and related social media platforms. The Communication Committee, consisting of a chairman, at least two (2) members including the District Publication editor, and a Pastoral Counselor, shall produce for use within the organization publicity and promotional materials related to the program and work of the LWML, and shall:

- a. Be alert for news of the District LWML and develop publicity and promotion of LWML goals and actions.
- b. Maintain a record of all groups within the District LWML by zone, listing name of church or other setting, and the name and contact information of a networker or other contact person who can receive and disseminate information to the group.
- c. Maintain the District Zone map and update it prior to each convention.
- d. Have charge of the publication and distribution of the District Publication.
- e. Annually review the Lutheran Woman's Quarterly subscriptions mailing list and submit changes to national LWML

- f. Coordinate and share information and encouragement through District social media sites.
- g. Coordinate with the webmaster, who serves as an advisory member of the Communication Committee.
- h. Perform other duties as outlined in the Leaders' Manual.

Section 7. The Special Gifts Endowment Fund Committee consisting of the Chairman, who shall serve as an advisory member of the Executive Committee, the Vice President of Christian Life, and the Vice President of Organizational Resources, together with the Senior Pastoral Counselor, serving in an advisory capacity, shall:

- a. Promote the Special Gifts Endowment Fund.
- b. Manage and maintain the Fund to enhance the organization.
- c. Keep complete and accurate records of all donations.
- d. Acknowledge the receipt of each gift.
- e. Meet annually, or more frequently if deemed necessary, having at least two (2) members present.
- f. Provide recommendations to the Executive Committee for the distribution of monies from this Fund.
- g. Submit an annual financial report of this Fund to the Executive Committee at the end of the fiscal Year (June 30<sup>th</sup>).
- h. Submit a written report for the convention manual, listing contributors to this Fund for the biennium.
- i. Refrain from any conduct in which personal interests would conflict with the interest of this Fund.
- j. Perform other duties as outlined in the Leaders' Manual.

## ARTICLE XII – APPOINTED OFFICERS

The appointed officers shall be Archivist-Historian, District Publication Editor, Meeting Manager and Parliamentarian. They shall be appointed by the District LWML President with the approval of the Executive Committee. Except for the Parliamentarian, they shall be voting members of the Board of Directors and advisory members of the Executive Committee. The Parliamentarian shall be an advisory member of both the Board of Directors and the Executive Committee.

Section 1. The Archivist-Historian shall:

- a. Write a history of the activities of the District LWML for the biennium and send a copy of the report to the LWML Archivist-Historian.
- b. Gather and preserve records and other materials of historical significance to the Chesapeake District LWML.
- c. Provide encouragement and training to her successor.
- d. Attend the biennial Conference on Archives and History, if asked.
- e. Perform other duties as outlined in the Leaders' Manual.

Section 2. The District Publication Editor shall:

- a. Be responsible for the publication and distribution of news pertaining to District and LWML programs and activities through a quarterly newsletter.
- b. Encourage zones, groups and LWML members to submit news items for publication.
- c. Provide encouragement and training to her successor.

- d. Be appointed for a term of two (2) years, from November 1 to October 31, or until a successor is appointed, and be eligible for re-appointment to consecutive terms.
- e. Perform other duties as outlined in the Leaders' Manual.

Section 3. The Meeting Manager shall:

- a. Develop and administer meeting services support for conventions, seminars, and other District Events.
- b. Serve as the chairman of the Convention Site Committee.
- c. Negotiate and sign contracts for conventions, seminars, and other District events with the approval of the President.
- d. Provide encouragement and training to her successor.
- e. Be appointed for a term of two (2) years, from November 1 to October 31, or until her successor is appointed, and be eligible for re-appointment to consecutive terms.
- f. Perform other duties as set forth in the Leaders' Manual.

Section 4. The Parliamentarian shall:

- a. Serve as a member of the Structure Committee.  
Serve as an advisor on parliamentary procedure, upon request.
- b. Attend Board of Directors and/or Executive Committee meetings and District LWML Conventions.
- c. Provide encouragement and training to her successor.
- d. Be appointed for a term of two (2) years, from November 1 to October 31, or until her successor is appointed, and be eligible for re-appointment to consecutive term.
- e. Perform other duties as set forth in the Leaders' Manual.

## ARTICLE XIII – PASTORAL COUNSELORS

### Section 1. Pastoral Counselors

- a. The Pastoral Counselors shall consist of two (2) pastors serving the LCMS within the Chesapeake District.
- b. Each Pastoral Counselor shall serve for four (4) years.
- c. The Nominating Committee shall (if possible) select two (2) candidates who have been approved by the President Southeastern District LCMS.
- d. One (1) Pastoral Counselor shall be elected at each District LWML convention and shall not be eligible for re-election to consecutive terms.

### Section 2. Duties

- a. Pastoral Counselors shall:
  - 1. Serve the District LWML in an advisory capacity.
  - 2. Attend all District LWML conventions and meetings of the Executive and Board of Directors Meetings.
- b. The Junior Pastoral Counselor shall attend the LWML convention.

## ARTICLE XIV OFFICIAL PUBLICATIONS

Section 1. The official publication of LWML is the Lutheran Woman's Quarterly which shall be made available to all members and groups.

- a. The Communications Committee shall process orders from groups and place orders according to established guidelines.
- b. District member groups specify the number of Quarterlies they wish to receive and are billed annually at the current LWML, per-copy rate.
- c. Any difference in monies received and LWML billing shall come from the district operating fund.

### Section 2

The official publication of the District shall be:

- a. Edited and produced by the District Publication editor who shall have editorial privileges.
- b. Sent to all churches in the district to both the church address and individual networkers, members, and other selected individuals.
- c. Posted on the District website.

## ARTICLE XV – MISSION GRANTS

### Section 1. Grant Proposals (District Level)

The guidelines for submitting a proposal to receive grant funds from the Chesapeake District shall

- a. be distributed by mail or electronically to all churches and groups by January of the district convention year.
- b. Grant proposals may be submitted by individual LWML members groups or zones within within the Chesapeake District, Chesapeake District congregations, or LCMS-Southeastern District boards.
- c. Grant proposals shall be submitted electronically, if possible, to the Vice President of Gospel Outreach six (6) months prior to the Convention.

### Section 2. Selection of Grant Proposals for the Convention Ballot

- a. A summary of the grant proposals shall be sent to the Southeastern District LCMS Executive Director of Congregational Outreach and District Operations for review.
- b. Grant proposals shall be reviewed by the Mission Grants committee to ensure they meet the criteria set forth in the guidelines.
- c. The Vice President of Gospel Outreach will bring the grant proposals that meet criteria set forth in the guidelines.
- d. The list of grant proposals selected for the district LWML convention ballot shall be submitted to the individual groups prior to the convention.

### Section 3. Selection of Grant Recipients

- a. Selection of grant recipients shall be by ballot at the district convention; recipients shall be ranked in order by plurality vote of the convention voting body.
- b. The total number of mission grants to be paid shall be based on the overall mission goal adopted for the biennium by the convention voting body.
- c. Grants shall be paid in order of rank with #1 being paid first, #2 second, etc.

#### Section 4. Disbursement of Funds

- a. Funds voted for a mission grant must be disbursed or put into use two (2) fiscal biennium, the biennium in which they were voted upon and the one (1) following or be returned to the District LWML treasury for reallocation. The convention voting assembly may extend the time for one (1) Biennium in case of extenuating circumstances.
- b. In the event that changes in mission grant plans arise due to changing local or world conditions, the Board of Directors shall be authorized to act, either in session by mail, or by electronic messaging.

#### Section 5. LWML Mission Grants (National Level)

- a. Proposals for LWML mission grants may be submitted by individual LWML members, societies groups, zones, districts, and LCMS boards.
- b. Proposals for LWML mission grants must be submitted nine (9) months before the LWML convention.
- c. Proposals must have the signature of the District LWML president and the president of the Southeastern District LCMS.

### ARTICLE XVI – SPECIAL GIFTS ENDOWMENT FUND

The District LWML shall maintain a Special Gifts Endowment Fund (hereinafter referred to as the Fund) for the purpose of managing funds received as the result of gifts, memorials, honorariums, and bequests and using them for the mission and ministry of the Chesapeake District LWML.

#### Section 1. Purpose

The purpose of this Fund shall be to:

- a. receive unrestricted gifts and bequests from individuals, groups, or other sources.
- b. permit monies from this Fund to be used for mission grants, special expenses, or programs recommended by the Special Gifts Endowment Fund Committee and approved by the Executive Committee.

#### Section 2. Donations

- a. Mite Box donations shall not be included in the Special Gifts Endowment Fund.
- b. Donations from any source may be received by this Fund.
- c. Cash donations should be made by check and written to the order of “LCEF,” (Lutheran Church Extension Fund) and forwarded to the Special Gifts Endowment Fund Chairman for deposit. The Chairman shall then inform the District Board of the gifts and deposits.
- d. Donations in the form of stocks, bonds, or personal property should be sent to the Fund Chairman. These donations shall be converted into currency as soon as feasible, taking into consideration obtaining the best market value for the gift. The cost of converting the donation into currency shall be deducted from the sale proceeds.
- e. The Endowment Fund Chairman and/or District Treasurer shall have authority to sign required documents on behalf of the Fund.
- f. Donations in the form of real estate shall have all pertinent information sent to the Fund Chairman. A real estate professional shall be hired to sell said property and all commissions, taxes, legal fees, and other legitimate costs shall be deducted from the sale proceeds.

### Section 3. Fund Administration

- a. Fund monies shall be kept on deposit with the Lutheran Church Extension Fund.
- b. Interest received on this account balance shall be immediately available for use as approved by the Executive Committee.
- c. Monies from this fund shall not be used for either routine or administrative expenses.
- d. When the principal balance in this Fund shall reach twenty thousand dollars (\$20,000), future funds shall be split on a fifty-fifty (50-50) basis: fifty percent (50) for deposit into this fund and fifty percent (50) may be considered available for immediate use.

### Section 4. Duration

The District LWML Special Gifts Endowment Fund shall continue to exist, and be used as herein provided, so long as this District LWML shall continue to exist. If the District LWML should cease to exist, the assets of this Fund shall become the property of the LWML.

## ARTICLE XVII – FINANCES

### Section 1. Mission Goal

- a. A district mission goal shall be selected for the biennium based on a reasonable expectation of giving.
- b. The Board of Directors shall propose three (3) mission goals to present to the convention voting body as part of the mission grants ballot.
- c. The BOD shall designate the percentage of the total mission goal to be used for outreach (mission grants) and in-reach (district operations).

### Section 2. Mission Offerings

- a. All regular mission offerings (mites) in the groups within this District LWML shall be collected through Mite Boxes or other voluntary means and remitted to the District LWML Financial Secretary four (4) times per year.
- b. Twenty-five (25) or more of these funds shall be remitted to the District LWML Financial Secretary four (4) times per year by the District LWML treasury for the approved District LWML grants and operations.
- c. Special offerings or gifts directed to the District LWML Mission Grants Fund shall be used entirely for that fund.

### Section 3. Expenses

All expenses of the Board of Directors and the Executive Committee shall be paid from the District LWML treasury. All expenses of the delegates to the LWML convention shall be paid from the District LWML treasury.

## ARTICLE XVIII – FISCAL YEAR

The fiscal year of this District LWML shall begin on July 1st and end on June 30th inclusive.



#### ARTICLE XIX – PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised shall apply on questions of procedure and parliamentary law not otherwise provided for in these bylaws, or in the Articles of Incorporation and bylaws of the Lutheran Women’s Missionary League.

#### ARTICLE XX – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote at the District LWML convention after such proposed amendments have been presented to the Board of Directors for consideration, approved by the LWML Structure Committee, and also presented in writing to each group prior to the biennial convention, unless the proposed changes have been presented at a previous convention.

#### ARTICLE XXI – DISSOLUTION

It is expressly declared that the Chesapeake District is not organized for business purposes and that no dividend or pecuniary profits shall ever be shared by its members.

In the event of the Chesapeake District’s dissolution, its assets shall be conveyed to an organization exempt from federal tax under the provisions of Section 501(c)(3) Internal Revenue Code of 1986, as amended.

#### ARTICLE XXII – 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 Board of Directors shall have the authority to determine whether the convention shall or shall not be held. A two-thirds (2/3) vote of the Board of Directors shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Board of Directors shall have the authority to plan procedures for conducting the routine convention business.

#### STANDING RULES

The District LWML shall have a Leaders’ Manual which is maintained by the President and reviewed each biennium. The manual shall include guidelines and policies pertaining to the administration of the District LWML through its officers and committees.

#### **CHESAPEAKE DISTRICT BYLAWS**

**AMENDED SEPTEMBER 2012**

**AMENDED SEPTEMBER 2018**

**AMENDED SEPTEMBER 2020**

**AMENDED SEPTEMBER 2022**