

## Bylaws Chesapeake District LWML

### 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 the Lutheran women of the District LWML – mission education, mission inspiration, mission service;
- b. to gather funds for the support of the District LWML mission grants, especially those for which no adequate provisions have been made in the District LCMS budget.

### 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 societies.
- b. One (1) or more societies 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 society.
- 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 society affiliated with the District LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the national or District level.
- f. Societies 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 the rights and privileges as members of the Chesapeake District.

#### Section 2. Application for Membership

Society membership in the District LWML shall be obtained by:

- a. presenting a resolution of the local society;
- 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 societies 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 societies and one (1) additional delegate for each additional ten (10) societies, 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. Societies

Each society, 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 society 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.
- b. The time and place shall be determined by the Convention Committee of the host zone and approved by the Executive Committee.

### Section 2. Representation

Representatives who have the privilege of vote shall be

- a. Two (2) delegates from each society;
- b. members of the Board of Directors;
- c. past Presidents of the Chesapeake District.

### Section 3. Society Delegates

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

- a. The society delegates shall present credentials signed by the president of the society they

represent.

b. The credentials shall be presented to the zone chairman for certification and forwarding to the Zone Liaison.

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 of Mission Outreach and Grants
- Vice President of Communication
- Vice President of Human Care Committee
- Vice President of Organizational Resources
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Treasurer
- Zone Liaison

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 election of officers shall be as follows:

1. The Vice President of Christian Life, the Vice President of Organizational Resources, the Vice President of Mission Outreach and Grants, the Corresponding Secretary, and the Treasurer shall be elected for a four (4) year term to begin with the 2012 convention.

2. The President, the Vice President of Human Care Committee, the Vice President of Communication, the Recording Secretary, the Financial Secretary, and the Zone Liaison shall be elected for a four (4) year term to begin with the 2014 convention.

b. Officers shall be elected at conventions with installation prior to adjournment.

c. A majority of votes cast shall elect.

d. Election shall be by ballot.

e. 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 nominees 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 Human Care Committee 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);
- c. be responsible for appointing standing committee chairmen and members and appointed officers, with the approval of the Executive Committee;
- d. appoint special committees, as empowered by the Board of Directors;
- e. serve as ex-officio member of all committees, except the Nominating Committee;
- f. be authorized to sign checks for the Treasurer in an emergency or her absence;
- g. be bonded for an amount determined by the Executive Committee;
- h. perform all miscellaneous duties pertaining to this office;
- i. present a written report to the District LWML convention, including a report of the Board of Directors.
- j. notify members of the Board of Directors and Executive Committee of all meetings.

### 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. present a written report to the District LWML convention, including department activities.

### 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. be coordinator of all District publicity including overseeing the District newsletter and District website editors;
- c. maintain contact with the LWML Department of Communication;
- d. be responsible for the publication of the District convention manual;
- e. present a written report to the District LWML convention, including department activities.

### Section 4. The Vice President of Mission Outreach and Grants 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 Mission Outreach and Grants Department, including 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. present to the District LWML convention grants chosen to be on the Mission Grant ballot;
- e. present a written report to the District LWML convention, including department activities.

### Section 5. The Vice President of Human Care Committee 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 LWML convention is held;
- b. be coordinator of Human Care Committee;
- c. present a written report to the District LWML Convention, including Human Care activities.

Section 6. 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. be coordinator of the Organizational Resources Department, including the Helping Organizations Participate Effectively (hereinafter referred to as HOPE) Committee, Structure Committee, Heart to Heart Sisters and Young Women Committee;
- b. be a member of the Special Gifts Endowment Fund Committee;
- c. present membership certificates to new societies;
- d. present a written report to the District LWML Convention, including department activities.

Section 7. The Recording Secretary shall:

- a. record the proceedings of District LWML conventions and meetings of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors with a copy of the minutes of the convention and of the board meetings;
- c. provide each member of the Executive Committee with a copy of the minutes of the Executive Committee meetings;
- d. receive and file report of officers and both standing and special committees;
- e. perform such other duties as requested by the President;
- f. present a written report to the District LWML convention.

Section 8. The Corresponding Secretary shall:

- a. conduct all correspondence of the District LWML;
- b. maintain the mailing list and society subscription orders for the Lutheran Woman's Quarterly with the LWML office;
- c. order and distribute Mite Boxes;
- d. present a written report to the District LWML convention.

Section 9. 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. be bonded in an amount determined by the Executive Committee;
- c. 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;
- d. submit financial reports of receipts to each Executive Committee and Board of Directors' meeting, and to the District LWML convention;
- e. submit books for financial review at the end of each fiscal year.

Section 10. The Treasurer shall:

- a. make all payments authorized by the Executive Committee;
- b. be bonded in an amount determined by the Executive Committee;
- c. remit quarterly to LWML twenty-five percent (25) or more of the mites received;
- 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 Directors' 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.

Section 11. The Zone Liaison shall:

- a. serve as liaison between the District LWML and the zone chairmen or zone presidents;
- b. maintain a record of all societies within the District LWML by zone, listing name of church or other setting, and the name and contact information of a networker or other society contact person who can receive and disseminate information to the society;
- c. maintain a record of individual members who are not part of a society;
- d. provide society information to the Board of Directors;
- e. collect statistics from the zones annually for publication in the District LWML convention manual;
- f. receive certified delegate credentials for the District LWML conventions from zone chairman or president and forward to the Convention Registrar;
- g. present a written report to the District LWML convention.

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 printed ballots with the names of candidates listed in alphabetical order.

Section 3. Nominations

- a. Societies 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 the specified date, in even numbered years.
- b. Nominees being considered for elective offices shall have at least two (2) years' experience on society or zone levels, during which time they shall have held office. They shall be active in the work of their society 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 given 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 member shall hold more than one (1) voting position on the Board of Directors.
- b. 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. An additional 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 Board of Directors;
- g. empowers the President to appoint special committees;
- h. arranges for events of the whole District LWML, or parts thereof, for mutual encouragement and inspiration.

### Section 4. Quorum

Nine (9) members present 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. 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 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. determine the amount of bonds for the President, Financial Secretary and the Treasurer;
- d. fill all vacancies occurring in the elective and appointive offices, except in the office of President (see Article VI, Section 3. a.)
- e. arranges for payment of legitimately incurred expenses of the Board of Directors;
- f. approve financial institution(s) for deposit of District LWML funds;
- g. approve appointments of Standing Committee chairmen and members and appointed officers.

## ARTICLE XI – DEPARTMENTS AND STANDING COMMITTEES

### Section 1.

a. The departments shall be Christian Life, Mission Outreach and Grants, Organizational Resources, Human Care Committee, and Communication, with a Vice President serving as coordinator of each department. The coordinator shall be an ex-officio member of the committees in the department.

b. The Standing Committees shall be Christian Life, Mission Grants, HOPE, Structure, Young Women, Human Care, Heart to Heart Sisters, and Special Gifts Endowment Fund.

c. Standing Committee chairmen and members shall be appointed by the District

LWML President, with the approval of the Executive Committee. The chairmen shall be voting members of the Board of Directors and (with the exception of the Special Gifts Endowment Fund) of the Executive Committee.

d. 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. maintain a collection of Christian Life materials for use within the District.

### Section 3.

The Mission Outreach and Grants Department shall include the Mission Grants Committee. The Mission Grants Committee consisting of the chairman, at least two (2) members and a Pastoral Counselor, shall:

- a. review mission grant proposal guidelines before they are published;
- b. review and evaluate all mission grant proposals before they are presented to the Board of Directors to select the proposed grants for the convention ballot. (Article VII, section 3.b.);
- c. assists the Vice President of Mission Outreach and Grants in preparing the presentation of proposed grants to the convention.

### Section 4.

The Organizational Resources Department shall include the HOPE Committee, the Structure Committee, Heart to Heart Sisters Committee, and the Young Women Committee.

a. The HOPE Committee, consisting of the 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 societies in the LWML;
- (2) provide materials and training to enable 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 societies.

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 the required number of copies of all proposed amendments to the LWML Structure Committee for approval before submitting them to the membership of the District LWML;

(3) receive and examine all zone and society standing rules and/or bylaws, and amendments thereto, and approve those not in conflict with the LWML and District LWML Bylaws.

c. The Heart to Heart Sisters 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 – society, zone, district, national;

(3) identify and encourage cross-cultural 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.

d. 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 about the mission of the LWML by presenting discussions and programs about the LWML at district workshops and retreats;

(3) encourage young women to apply to be the Young Women's Representative to the District and LWML conventions;

(4) accept and prepare materials to be used by the Executive Committee for selection of young women to represent the Chesapeake District at LWML conventions;

(5) publicize items of interest to young women in various District LWML publications.

#### Section 5.

The Human Care Committee shall include the Gifts from the Heart Committee. The Gifts From the Heart Committee, consisting of a chairman, at least two (2) members, and a Pastoral Counselor, shall determine the ingathering gift needs for all district events and provide for the disbursement of same.

#### Section 6.

The Communication Department shall include the Communication Committee. 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.

#### 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 30th);
- 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.

## 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. With the exception of 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. serve at the request of the President.

### 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, societies, and LWML members to submit news items for publication;
- c. 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.

### 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. 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.

### Section 4.

The Parliamentarian shall:

- a. serve as a member of the Structure Committee;
- b. serve as an advisor on parliamentary procedure, upon request;
- c. attend Board of Directors and/or Executive Committee meetings and District LWML conventions;
- 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.

## 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 of the 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 Board of Directors and the Executive Committee.
- 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 societies on the following basis:

- a. The Corresponding Secretary shall process orders from societies and place orders according to established LWML guidelines.
- b. District member societies 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. mailed to all churches in the district to both the church address and individual networkers, all BOD members, and other selected individuals;
- c. sent electronically where requested.

## ARTICLE XV – MISSION GRANTS

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

- a. The guidelines for submitting a proposal to receive grant funds from the Chesapeake District shall be distributed by mail or electronically to all churches and societies in the district in January of the district convention year.
- b. Grant proposals may be submitted by individual LWML members, societies or zones 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 Mission Outreach and Grants six (6) months prior to 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 Mission Outreach and Grants will bring the grant proposals that meet the criteria to the BOD to select the final list of proposals for the convention ballot.
- d. The list of grant proposals selected for the district LWML convention ballot shall be submitted to the individual societies 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, 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. receives 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. The Endowment Fund Chairman and/or District Treasurer shall have authority to sign required documents on behalf of the Fund.
- e. 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. At such time as the principal balance in this Fund shall reach twenty thousand dollars (\$20,000), future donations 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.  
This fifty-fifty (50-50) split shall continue until the total of fifty thousand dollars (\$50,000) is deposited in this Fund. Thereafter, all future donations 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 a 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 societies 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 percent (25) or more of these funds shall be remitted to the LWML at least four (4) times a year by the District LWML Treasurer and seventy-five percent (75) or less of these funds shall be retained in 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 society 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.

STANDING RULES

The District LWML shall have a Procedures 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 - ADOPTED SEPTEMBER 2008  
AMENDED SEPTEMBER 2012  
AMENDED SEPTEMBER 2018**