

KANSAS DISTRICT LWML BYLAWS

(As revised 4-11-08 at Topeka Convention)

ARTICLE I – NAME

The name of this organization shall be the Kansas District (hereinafter referred to as District) Lutheran Women's Missionary League (hereinafter referred to as LWML) 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 women of LCMS through Mission Education, Mission Inspiration, and Mission Service;
- B. to gather funds for mission grants, either directly sponsored or approved by LCMS Boards, especially those for which no adequate provision has been made in LCMS budgets.

ARTICLE III – MEMBERS

Section 1 - SOCIETY

- A. Women's organizations within congregations of the LCMS, on campuses, or in resident homes 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 other single setting shall be considered one (1) Unit for the purpose of representation at national and at District LWML Conventions.
- C. Women who hold membership in an LCMS congregation may form a Society in a setting other than a congregation, a campus, or a resident home upon the approval of the District LWML Executive Committee.
- D. A woman who is a communicant member of an LCMS congregation is eligible for membership in a Society.
- E. Membership in the District LWML shall be processed by:
 - (1) submitting an approved resolution for membership;
 - (2) securing the approval of the local congregation;
 - (3) applying for a Certificate of Membership from the District LWML President.

Section 2 - INDIVIDUAL

Individual LWML membership may be held by any woman who is a communicant member of an LCMS congregation with or without a Society affiliated with the District LWML. Individual LWML membership is not considered a Society or a Unit. Application for Individual LWML membership shall be made directly to the District LWML President.

ARTICLE IV – ORGANIZATION

Section 1 - LWML SOCIETIES

LWML Societies are composed of LCMS women in congregations, on campuses, resident homes, or other settings. Societies shall be encouraged to:

- A. conduct regular meetings devoted to Mission Education, Mission Inspiration, Mission Service, and Mission Projects;
- B. distribute the "*Lutheran Woman's QUARTERLY*" and the District LWML newsletter;
- C. gather mission offerings and remit regularly to the District Financial Secretary;
- D. elect delegates and alternates to the District Convention.

Section 2 - LWML ZONES

LWML Zones shall be formed by the District LWML. Each Zone shall consist of Societies within a convenient geographical area, Synodical Circuit lines preferred. A Society may, through its Zone Executive Board, petition in writing to the District LWML President for approval of any change in organizational lines.

- A. LWML Zones shall exist for the purpose of:
 - (1) promotion of Christian fellowship and furthering the object of the LWML;
 - (2) sponsoring at least one annual gathering for mutual encouragement and inspiration;
 - (3) representation at national LWML Conventions in ratios established in the national LWML Bylaws.
- B. Each Zone shall write its own bylaws which shall be in conformity with the object and basic principles of the District and the national LWML bylaws. The bylaws and all subsequent proposed amendments shall be submitted to the District Structure Chairman for approval by this Committee before being presented to the Zone membership for adoption.
- C. Zones shall not support monetary projects other than those of the District and the national LWML.

Section 3 - DISTRICT LWML

The District LWML is composed of Societies and individual members within congregations of the LCMS, on campuses, in resident homes, and those organized in settings other than these. Societies are united to form Zones; Zones are united to form Districts; and Districts are united to form the national LWML.

Section 4 - NATIONAL LWML

The District shall have from its Zones, accredited delegates to the national LWML conventions, held biennially in the odd-numbered years, according to the national LWML bylaws. The District President shall attend as a voting member of the national LWML Board of Directors, or any elected District officer may attend in her place, and have voice but not vote. All members of the District may attend the national LWML convention.

ARTICLE V - OFFICERS & ELECTION

Section 1 - ELECTED OFFICERS

The District LWML elected officers shall be:

- President
- Vice President of Caring Service
- Vice President of Christian Life
- Vice President of Communication
- Vice President of Member Resources
- Vice President of Mission Outreach
- Recording Secretary
- Financial Secretary
- Treasurer

Section 2

The elected officers shall be elected by ballot at District Conventions 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 3

Elected officers shall assume their duties at the close of the District Convention at which they are elected.

Section 4

The retiring Recording Secretary and financial officers shall, within sixty (60) days following the elections, present to their successors all materials pertaining to the office. All other retiring officers shall, within thirty (30) days following the elections, present to their successors all material pertaining to their offices.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 – PRESIDENT The President shall:

- A. preside at the meetings of the Executive Committee, Board of Directors, and Conventions;
- B. be an ex-officio member of all committees except the Nominating Committee;
- C. appoint all committee chairmen, committee members, appointed officers and special appointed personnel with the approval of the Executive Committee;
- D. be responsible for implementing the resolutions of the Executive Committee, Board of Directors, and Convention;
- E. send a resume of District LWML Executive Committee meetings and pertinent national LWML Board of Directors information to members of the District LWML Board of Directors;
- F. sign all expense vouchers for payment;
- G. secure a fiduciary bond for the District LWML Financial Officers, Travel Chairman, and those on the District LWML Convention Host Committee who handle moneys;

- H. represent the District LWML at Zone meetings at District LWML expense;
- I. furnish a report to the District LWML Convention;
- J. serve, by virtue of the office, as a member of the national LWML Board of Directors;
- K. perform all other duties pertaining to the office.

Section 2 - VICE PRESIDENT OF CARING SERVICE

The Vice President of Caring Service may perform the duties of the President in the absence or at the request of the President, and shall:

- A. assist the President in the duties pertaining to the office;
- B. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until the office is filled by the Board of Directors (see Article XI, C, 8);
- C. be coordinator of the Caring Service Department;
- D. serve on the District Convention Planning Committee;
- E. furnish a report to the District Convention, including departmental activities;
- F. perform all other duties pertaining to the office.

Section 3 - VICE PRESIDENT OF CHRISTIAN LIFE

The Vice President of Christian Life may perform the duties of the President in the absence or at the request of the President, and shall:

- A. be the coordinator of the Christian Life Department;
- B. serve on the District Convention Planning Committee;
- C. furnish a report to the District Convention, including departmental activities;
- D. perform all other duties pertaining to the office.

Section 4 - VICE PRESIDENT OF COMMUNICATION

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

- A. be coordinator of the Communication Department;
- B. serve on the District Convention Planning Committee;
- C. furnish a report to the District LWML Convention, including committee activities;
- D. perform all other duties pertaining to the office.

Section 5 - VICE PRESIDENT OF MEMBER RESOURCES

The Vice President of Member Resources may perform the duties of the President in the absence or at the request of the President, and shall:

- A. be the coordinator of the Member Resources Department;
- B. serve on the District Convention Planning Committee;
- C. furnish a report to the District Convention, including departmental activities;
- D. perform all other duties pertaining to the office.

Section 6 - VICE PRESIDENT OF MISSION OUTREACH

The Vice President of Mission Outreach may perform the duties of the President in the absence or at the request of the President, and shall:

- A. be the coordinator of the Mission Outreach Department;
- B. present to the Executive Committee the proposed mission grants for the District Convention ballot(s);
- C. serve on the District Convention Planning Committee;
- D. furnish a report to the District LWML Convention, including departmental activities;
- E. perform all other duties pertaining to the office.

Section 7 - RECORDING SECRETARY

The Recording Secretary shall:

- A. record meetings of the Executive Committee and Board of Directors and the proceedings of the District Convention;
- B. provide each member of the Executive Committee with a copy of the minutes of its meetings;
- C. provide each member of the Board of Directors with a copy of the minutes of its meetings and of the District Convention;
- D. manage the notification certification of society delegates to District convention;
- E. furnish a report to the District Convention;
- F. perform all other duties pertaining to the office.

Section 8- FINANCIAL SECRETARY

The Financial Secretary shall:

- A. be secured by a fiduciary bond at District expense;
- B. receive all moneys and keep an accurate record of transfers made to the Treasurer;
- C. be a cosigner of the District LWML bank account;
- D. supply Mite boxes and remittance vouchers to societies upon request;
- E. furnish income reports to the President and the Treasurer as requested by the President;
- F. provide a detailed biennial report to the District Convention;
- G. submit records for financial review at end of each biennium.

Section 9 - TREASURER

The Treasurer shall:

- A. be secured by a fiduciary bond at District expense;
- B. receive moneys from the Financial Secretary and deposit them in a financial institution approved by the Executive Committee;
- C. keep an accurate record of all receipts and disbursements;
- D. make all payments authorized through expense vouchers signed by the President;
- E. retain God's Gracious Gift Funds (hereinafter referred to as GGGF) to be disbursed at the direction of the District Convention;
- F. furnish quarterly reports to the President and Financial Secretary;
- G. provide a detailed biennial report to the District Convention;
- H. submit records for financial review at end of each biennium.

ARTICLE VII-NOMINATIONS AND ELECTIONS

Section 1

The Executive Committee shall appoint a Nominating Committee of five (5) members on which at least four (4) LWML Zones of the District shall be represented. Appointment shall be made at least twelve (12) months prior to the District Convention. The immediate Past District President shall serve as a consultant (non voting) to the Nominating Committee for the four (4) years immediately following her term as District President.

Section 2

The Nominating Committee shall:

- A. submit a slate consisting of at least two (2) candidates, if possible, for each elective office, and candidates for Pastoral Counselor (See Article VIII, Section 2);
- B. obtain the written consent of all candidates to serve, if elected;
- C. select candidates who have served in the Zone LWML and who are active in their Society or as an individual member;
- D. select candidates for President and Vice President of Caring Service who have served as members of the District-Board of Directors;
- E. prepare printed ballots with the names listed in alphabetical order for the District LWML Convention.

Section 3

Nominations for elective offices may be made from the floor of the District Convention provided the written consent of the nominee to serve, if elected, shall have been secured and the nominee meets the stipulated qualifications for the office.

Section 4

The election of officers shall be as follows:

- A. The President, Vice President of Caring Service, Vice President of Communication, Recording Secretary, and Financial Secretary shall be elected at one biennial District Convention.
- B. The Vice President of Christian Life, Vice President of Member Resources, Vice President of Mission Outreach, and Treasurer shall be elected at the next biennial District Convention.
- C. A majority vote shall elect.
- D. Elected officers shall assume their duties at the close of the District Convention at which they are elected.
- E. In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.

ARTICLE VIII - PASTORAL COUNSELORS

Section 1

The Pastoral Counselors shall be two (2) Pastors of the Kansas District of the LCMS who shall serve for a term of four (4) years.

Section 2

One Pastoral Counselor shall be elected at each District Convention. The President shall solicit nominations from the District LWML Board of Directors and the President of the Kansas District of LCMS. All nominations shall be reviewed by the LCMS Kansas District President. The Executive Committee shall select two (2) candidates from the reviewed list. The written consent to serve, if elected, shall have been secured. A majority vote shall elect. A Pastoral Counselor who has served a full term shall not be eligible for re-election.

Section 3

- A. The Pastoral Counselors shall attend, in an advisory capacity, the meetings of the Executive Committee, the Board of Directors, Conventions and Committees to which they are assigned.
- B. The most recently elected Pastoral Counselor shall attend the national LWML Convention, at District expense.

ARTICLE IX – CONVENTIONS

A convention of the District LWML shall be held biennially, in the even-numbered years:

- A. Convention sites shall be determined at least four (4) years in advance.
- B. Zones shall extend invitations for hosting District Conventions. Invitations shall be sent to the President by the fall Board of Directors Meeting four (4) years prior to the proposed Convention.
- C. The Executive Committee shall approve the invitations from LWML Zones for presentation to the District Convention. The voting assembly shall select the convention site by ballot. A plurality vote shall determine the final selection.
- D. If only one approved invitation is extended, it will be accepted by the Executive Committee.

ARTICLE X – REPRESENTATION

Section 1

The voting assembly of the District Convention shall be:

- A. two (2) delegates who will represent each Unit in the District LWML. When the membership in the Societies within a Unit totals more than twenty (20) members, one (1) additional delegate may be elected for each additional twenty (20) members or a major fraction thereof;
- B. all Zone Presidents, District Elected Officers, Appointed Officers, and Standing Committee Chairmen.
- C. all Past District Presidents who are currently members of Kansas District LWML.

Section 2

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 3

The credentials of the delegates and their elected alternates shall be in the hands of the Recording Secretary four (4) weeks prior to the District Convention for certification. In the event neither the delegate nor the alternate is able to serve, a member of the same society may serve as delegate upon certification in writing by the Zone President and presentation to the District Recording Secretary.

Section 4

A majority of the registered voting assembly shall constitute a quorum.

Section 5

Each LWML Zone shall be represented at the national LWML Convention by one (1) certified delegate or alternate for ten (10) or fewer Units and may send one (1) additional certified delegate for each additional ten (10) Units or major fraction thereof, as of January 1 preceding the convention. The names of the certified delegates and alternates shall be presented to the District President for certification and submitted to the national LWML Recording Secretary by March 1 in the odd-numbered years. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the national Recording Secretary.

ARTICLE XI – ADMINISTRATION

Section 1 - BOARD OF DIRECTORS

A. COMPOSITION

1. The Board of Directors shall be the elected officers, appointed officers, Zone Presidents, and Standing Committee Chairmen. A member of the Board shall vote in only one capacity on the Board of Directors. The Pastoral Counselors shall be advisory members. Special Appointed Personnel in attendance shall be advisory members.
2. When a Zone President is unable to attend a District Board of Directors meeting or District Convention, any elected Zone officer shall be authorized to attend as the Zone representative and shall have voice and vote. Notification of the representative's name and address shall be given to the District President.
3. In the event a Zone President holds a District office, any elected Zone officer shall be authorized to attend and participate as the Zone representative at a District Convention and shall have voice and vote. Notification of the representative's name and address shall be given to the District Recording Secretary.
4. When a District Standing Committee Chairman is unable to attend a Board of Directors meeting or District Convention, she shall appoint a member of her Committee as her representative who shall have voice and vote. Notification of the representative's name and address shall be given to the District President and to the Recording Secretary.

B. MEETINGS

1. The Board of Directors shall meet at least once a year at the call of the President.
2. Special meetings of the Board of Directors may be called by written request of five (5) voting members of the Board. Time and place for holding such meetings shall be determined by the President with the approval of the Executive Committee.
3. A majority of the voting members shall constitute a quorum.
4. In case of an emergency, action may be taken by mail, telephone, or electronic messaging.

C. RESPONSIBILITIES

The Board of Directors shall:

1. transact the business of the District LWML between District Conventions;
2. carry out the business of the District LWML approved in conventions;
3. oversee efforts in District Convention planning, workshops, and other District LWML functions;
4. approve programs which require financial support from the Societies;
5. consider all recommendations and resolutions sent to the Board of Directors;
6. consider recommendations, resolutions, and special appeals for presentation to the District Convention;
7. approve the mission goal work program for the biennium;
8. elect a President in the event a vacancy occurs in that office. The vacancy shall be filled by a ballot vote. The candidates eligible shall be the Vice-presidents of the District. If there is no regularly scheduled meeting of the Board within thirty (30) days of the vacancy, the vote shall be by mail ballot or electronic messaging;
9. receive and approve for presentation to the District Convention proposals for mission Mite grants and GGGF grants approved by the Executive Committee.

Section 2 - EXECUTIVE COMMITTEE

A. COMPOSITION

The Executive Committee shall be the elected officers. The Meeting Manager, Planner, and Pastoral Counselors shall be advisory members.

B. MEETINGS

1. The Executive Committee shall meet quarterly or as needed at the call of the President.
2. Special meetings of the Executive Committee may be called by written request of five (5) voting members of the Committee.
3. Five (5) voting members shall constitute a quorum of the Executive Committee.
4. In case of an emergency, action may be taken by mail, telephone, or electronic messaging.

C. RESPONSIBILITIES

The Executive Committee shall:

1. transact the business of the District LWML between meetings of the Board of Directors;

2. fill vacancies occurring in elective or appointive offices, except in the office of President (See Article XI, Section 1C8);
3. approve appointed officers, committee appointments, and special appointed personnel;
4. approve the financial institutions used by the District LWML financial officers;
5. determine the amounts of the bonds for the District financial officers, Travel Chairman, and those on the District convention Host Committee who handle moneys;
6. supervise the approved mission goal work program for the biennium;
7. evaluate, promote, and coordinate the activities of the national LWML in the District and provide vision and leadership to meet the needs of the membership;
8. submit approved proposals for mission Mite grants and GGGF grants to the Board of Directors for approval prior to presentation to the District Convention.

ARTICLE XII - DEPARTMENTS, COMMITTEES AND SPECIAL APPOINTMENTS

Section 1 - DEPARTMENTS

The District Departments shall be Caring Service, Christian Life, Communication, Member Resources, and Mission Outreach, with a Vice-president serving as coordinator of each Department. The coordinator shall be an ex-officio member of the District Departmental Committees.

Section 2 – STANDING COMMITTEES

The Standing Committees shall be Care & Needs, Christian Growth, Member Development, Mission Projects, Public Relations, Publication, and Structure,

- A. The Standing Committees shall be appointed by the President with the approval of the Executive Committee.
- B. The Standing Committee Chairmen shall be voting members of the Board of Directors.
- C. All Standing Committee appointments shall be for two (2) years with eligibility for one (1) reappointment, except no limit for Publication or Structure Committees.
- D. Each Standing Committee Chairman shall furnish a report to the Board of Directors and District Convention.

Section 3

A. CARING SERVICE DEPARTMENT.

The Caring Service Department shall include the Care & Needs Committee. The Vice President of Caring Service shall be the coordinator of the Caring Service Department.

1. The Care & Needs Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:
 - (a) encourage active participation in caring service in the church, community, and world;
 - (b) plan programs for training in caring service work;
 - (c) present suggestions and offer advice for developing caring service opportunities in District, Zones and Societies.

B. CHRISTIAN LIFE DEPARTMENT

The Christian Life Department shall include the Christian Growth Committee. The Vice President of Christian Life shall be Coordinator of the Christian Life Department.

1. The Christian Growth Committee consisting of a chairman and two (2) or more members and a Pastoral Counselor shall:
 - (a) provide resources and training to enable women of the church to grow spiritually;
 - (b) be responsible for promoting the distribution of prayer requests and thank you's among interested District LWML members via e-mail;
 - (c) encourage active participation in spiritual development programs;
 - (d) present suggestions and offer advice for conducting Christian Growth programs on LWML District, Zone, and Society levels.

C. COMMUNICATION DEPARTMENT

The District LWML Communication Department shall include the Public Relations Committee and the Publication Committee. The Vice President of Communication shall be coordinator of the Communication Department.

1. The Public Relations Committee, consisting of a Chairman and two (2) or more members and a Pastoral Counselor shall:
 - (a) be alert for news of the Kansas District LWML and make it known to the membership, the church at large, and the general public;

- (b) serve in an advisory capacity to the District by developing publicity and promoting LWML goals and actions;
 - (c) cooperate with the District Convention Publicity Committee regarding responsibilities;
 - (d) maintain the District LWML Display and represent the District in exhibit areas of conventions and gatherings when asked to do so by the President;
 - (e) coordinate and keep the District LWML web site information current;
2. The Publication Committee consisting of the Newsletter Editor as Chairman and two (2) or more members and both Pastoral Counselors shall:
- (a) have charge of the publishing and distribution of the Kansas District LWML newsletter;
 - (b) review annually the “*Lutheran Woman’s QUARTERLY*” subscriptions mailing list and submit changes to national LWML;
 - (c) review annually the District LWML newsletter mailing list and make appropriate corrections;
 - (d) coordinate publicity with the Public Relations Committee.

D. MEMBER RESOURCES DEPARTMENT

The Member Resources Department shall include the Member Development Committee and the Structure Committee. The Vice President of Member Resources shall be the coordinator of the Member Resources Department.

1. The Member Development Committee consisting of a chairman and two (2) or more members, and a Pastoral Counselor shall:
- (a) provide resources and training to enable each LWML member to increase her skills, develop her potential, and become a more mature Christian woman in her service for Jesus Christ;
 - (b) encourage active participation in developing leaders through quality mentoring programs;
 - (c) plan and implement programs for Young Women Representatives (YWR’s) and first-time convention attendees and mentoring programs for them during the following biennium;
 - (d) submit names of women with leadership potential to the Executive Committee and the Nominating Committee Chairman.
2. The Structure Committee consisting of a chairman and two (2) or more members and a Pastoral Counselor shall:
- (a) submit proposed amendments to the District bylaws in the following manner:
 - (1) send the required number of copies of proposed amendments to the national LWML Structure Committee for their approval prior to adoption by the District membership;
 - (2) submit proposed amendments to the District Board of Directors at its fall meeting prior to the District Convention;
 - (3) see that the proposed amendments are published two (2) months prior to the District Convention;
 - (4) submit proposed amendments to the District Convention.
 - (b) receive and examine Zone bylaws and proposed amendments and approve those not in conflict with the District bylaws;
 - (c) provide Guidelines for Officers, Committees, and Zones in accordance with these bylaws and the action taken by the Executive Committee and Board of Directors.

E. MISSION OUTREACH DEPARTMENT

The Mission Outreach Department shall include the Mission Projects Committee and the Spring Mission Tour Coordinator (See Article XII, Section 6F). The Vice President of Mission Outreach shall be coordinator of the Mission Outreach Department.

1. The Mission Projects Committee, consisting of a Chairman and two (2) or more members, and a Pastoral Counselor shall:
- (a) provide resources and suggestions to encourage greater mission consciousness and active participation among the women of Synod;
 - (b) investigate, evaluate, and select proposed mission grants to be submitted to the Executive Committee and Board of Directors for their approval prior to presentation to the District Convention. Special consideration shall be given to Mission needs of the Kansas District LCMS (see Article XIII – Mission Grants);
 - (c) prepare ballots of the proposed mission grants, for the District Convention, listing them according to their application date;
 - (d) receive applications for student financial aid, and determine distribution of the financial aid funds and the annual interest from the District LWML Special Scholarship Fund with the approval of the Executive Committee;

- (e) investigate, evaluate, and select proposed Day of Prayer and Convention offering recipients to be submitted to the Executive Committee and Board of Directors for their approval. Special consideration shall be given to the needs of the Kansas District LCMS.

Section 4. MEETINGS OF DEPARTMENTS & COMMITTEES

- A. At least one (1) interdepartmental meeting shall be held during a biennium.
- B. Department meetings may be called by the Vice President coordinators, with the approval of the Executive Committee.
- C. Committee meetings may be called by the chairman, with the approval of the Executive Committee.

Section 5 – APPOINTED OFFICERS

- A. The appointed officers shall be the Meeting Manager and the Planner who shall:
 - 1. be members of LWML;
 - 2. serve a term of two (2) years or until their successors are appointed, and be eligible for reappointment;
 - 3. be advisory members of the Executive Committee;
 - 4. be voting members of the Board of Directors;
 - 5. be responsible to the President;
 - 6. report to each regular meeting of the Board of Directors and to the convention.
- B. The Meeting Manager shall provide for the physical well being of participants by assisting the President, Planner, and other District Officers, in developing and administering meeting service support as needed for LWML meeting functions, including:
 - 1. making necessary arrangements for food, lodging, and meeting rooms before and during meeting functions;
 - 2. providing necessary announcements on arrangements, including meal times and room assignments (but will not be responsible for Zone participation or collection of any monies);
 - 3. serving as liaison in handling any questions or complaints with facilities or other arrangements.
- C. The Planner shall be responsible for facilitating interdepartmental meetings and focusing the LWML vision through the planning process (see details in General Guidelines)

Section 6 – SPECIAL APPOINTED PERSONNEL

- A. The Special Appointed Personnel shall be Archivist/Historian, Assistant to the President, Convention Chairman, Parliamentarian, Spring Mission Tour Coordinator, Travel Chairman, and the Lutheran Family Retreat Committee Representatives. All Special Appointed Personnel shall:
 - 1. be members of LWML;
 - 2. serve a term of two (2) years, except for Lutheran Family Retreat Committee Representatives whose terms are set out in paragraph H of this Section, and be eligible for one (1) reappointment, except no limit on Archivist/Historian or Parliamentarian;
 - 3. attend meetings as advisory members at the request of the President;
 - 4. be responsible to the President. Except Spring Mission Tour Coordinator shall be responsible to the Vice President of Mission Outreach.;
 - 5. furnish a report to the District Convention;
 - 6. perform all duties as prescribed by the President and Executive Committee.
- B. The Archivist/Historian shall:
 - 1. write a history of the District LWML for the biennium.
 - 2. gather and preserve records and other material of significance of the Kansas District LWML.
- C. The Assistant to the President shall perform duties as defined by the President.
- D. The Parliamentarian shall serve as advisor in parliamentary procedure upon request.
- E. The Convention Chairman shall be appointed from the Host Zone in accordance with the schedule set forth in the General Guidelines and shall be responsible to the Convention Planning Committee, consisting of the District President, all Vice Presidents, Meeting Manager, and Planner, with specific duties as set forth in Guidelines.
- F. The Spring Mission Tour Coordinator shall be responsible to the Vice President of Mission Outreach and shall make arrangements for a Spring Mission Tour in those years when there is not a district convention (See details in General Guidelines.)
- G. The Travel Chairman shall explore different modes of transportation to the national convention so timely information on the various options can be presented in accordance with the provisions set forth in the General Guidelines.

- H. The Lutheran Family Retreat Committee is composed of three (3) appointed LWML members and three (3) appointed Lutheran Laymen's League (LLL) members, with spouses also serving when feasible, who serve staggered three-year terms so there is only one new LWML appointee each year. This committee is responsible for planning and organizing an annual Lutheran Family Retreat in accordance with the procedures set forth in the General Guidelines.

ARTICLE XIII – MISSION GRANTS

Section 1

- A. Mite grants. The District LWML shall select grants in each biennium to be funded through Mite Box contributions. Disbursement of these Mite grants shall be consistent with the adopted mission Mite grant goal and prioritized for funding and money disbursed according to the number of votes received. Excess funds beyond current Mite grants selected shall be carried over to the next biennium.
- B. GGGF grants. Grants from God's Gracious Gift Fund (herein referred to as GGGF grants) shall be selected whenever such funds are available. GGGF grants shall be paid following the close of the convention, in accordance with procedures set forth in the General Guidelines.

Section 2

All requests for grants shall be submitted to the Mission Projects Committee Chairman.

- A. After thorough study by the Mission Projects Committee, all selected proposals for Mite grants and GGGF grants shall be presented to the Executive Committee and Board of Directors for approval.
- B. Approved proposals for Mite grants, and GGGF grants, if any, will be presented at the District Convention.
- C. The voting assembly at the District Convention shall select by ballot the Mite grants for the next biennium, and, when funds are available to be disbursed, shall also select by separate ballot the GGGF grants.

Section 3

- A. Proposals for Mite grants and GGGF grants, when funds are available, may be submitted by LWML members, Societies, Zones, District, and national LWML, LCMS Synodical Boards, Kansas District LCMS, LCMS World Mission, and LCMS recognized service organizations.
- B. The deadline for proposed Mite grants or GGGF grants shall be June 1 of the year preceding the District LWML Convention.
- C. All proposals for Mite grants or GGGF grants are to be approved by the Executive Committee and Board of Directors. In addition, any proposed project within the United States needs to be approved by the LCMS Synodical district in which the project would be funded, and any proposed project outside the United States needs to be approved by LCMS World Mission.

ARTICLE XIV - OFFICIAL PUBLICATION

The official publication shall be called "***THE KANSAS SONSHINE.***" It shall be published as determined by the Executive Committee. Each Society will be sent one copy of the publication for copying and distributing to its members in a timely manner.

ARTICLE XV – FINANCES

Section 1

- A. Mission offerings within the Kansas District LWML shall be gathered using Mite Boxes or other means. Mite Boxes are furnished by the District Financial Secretary.
- B. Mission offerings are to be remitted to the District Financial Secretary.
- C. The District shall remit twenty-five (25) percent of such mission offerings to the national LWML at least four (4) times a year for approved mission projects and administration of the national LWML.
- D. The District shall retain seventy-five (75) percent of such offerings in its treasury for its approved mission grants and administration of the District LWML.
- E. Convention and other special offerings shall be used in accordance with the specific resolutions as adopted.

Section 2

The fiscal year of the Kansas District LWML shall be April 1 to March 31, inclusive.

Section 3

The expenses of meetings of the Executive Committee, Board of Directors, Departments, and other routine administration expenses incurred in the management of the District LWML shall be paid from the treasury.

Section 4

The District LWML shall have the following separate funds:

- A. Special Scholarship Fund. This fund (established in 1986) shall be invested in a Flexible Investment account in the LCMS Church Extension Fund (LCEF) with the principal remaining invested but interest earned being given yearly as financial aid to students going into full-time church work. Any principal acquired in excess of one hundred thousand dollars (\$100,000) shall be applied to the interest available and awarded in the next school year in addition to the financial aid approved by the convention.
- B. God's Gracious Gift Fund. This fund (established in 1996) shall accept only unrestricted cash gifts and continue in existence until revoked and be administered in accordance with the provisions of Article XIII and the General Guidelines.
- C. Convention Fund. A separate convention account shall be established for each convention by the Convention Host Committee to handle all convention receipts and disbursements, with the District LWML receiving any excess or paying any deficits after each convention.

ARTICLE XVI - 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 Executive Committee shall have the authority to determine whether the District Convention shall or shall not be held; a two-thirds vote of the Executive Committee shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedure for conducting the routine convention business.

ARTICLE XVII – DISSOLUTION

In the event of dissolution, all assets shall revert to the Kansas District LCMS.

ARTICLE XVIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the District LWML in all cases to which they are applicable and in which they are not inconsistent with the national LWML bylaws, standing rules, guidelines, and Christian principles.

ARTICLE XIX – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the District Convention. The proposed amendments shall have been approved by the national LWML Structure Committee, presented for approval to the Board of Directors, and published in the District Newsletter two (2) months prior to the District Convention or in a mailing to the voting assembly. Furnishing each society one copy of an official notice for distribution shall constitute compliance with bylaw requirements for notifying the voting assembly. By unanimous vote a proposed amendment may be presented to the District Convention without prior notice. A three-fourths (3/4) vote shall be required for adoption.