

# GUIDELINES FOR ZONES

## PREFACE

The following Guidelines for Zones are provided by the Kansas District LWML Structure Committee for quick reference by LWML Zone and Society officers. References used for these Guidelines include LWML Handbook, Kansas District LWML Bylaws, Kansas District LWML General Guidelines, and Kansas District LWML Leaders Manual. LWML Zones and Societies are encouraged to provide copies of these guidelines to all their officers and committee chairmen.

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## **GUIDELINES FOR ZONES**

The society is a vital link in the organizational chain of the LUTHERAN WOMEN'S MISSIONARY LEAGUE (hereinafter referred to as LWML). The entire LWML program - Society, Zone, District, and national - begins with the individual member.

It is the responsibility of each LWML Society to support LWML Zone and District activities with attendance and participation; maintain good communication; inform the LWML Zone of changes in officers; reply to mail promptly; relay to members information received from the Zone; and host Zone activities when possible.

### **I. KANSAS DISTRICT LWML CONVENTIONS (EVEN NUMBERED YEARS)**

- A. LWML Zones are encouraged to extend an invitation to host the Convention, such invitation shall be directed to the District President;**
- B. Proposed Convention sites must be inspected by the District President, District Meeting Manager and Pastoral Counselor with seniority to determine if the site is adequate to house the delegates and guests, has adequate space for general convention sessions, sectional meetings, worship service, meals, and fellowship activities, and has adequate liability insurance coverage; (Kansas District LWML General Guidelines - Convention Guidelines)**
- C. The voting assembly of the District Convention shall be:
  - 1. two (2) delegates who will represent each Unit in the District LWML. Units of more than twenty members are allowed one (1) additional delegate for each succeeding twenty members or major fraction thereof. Example: two (2) delegates for up to and including 30 members -- three (3) delegates for 31 - 50 members;**
  - 2. all Zone Presidents, District elected officers and Standing Committee Chairmen; (Kansas District LWML Bylaws - Article X - Section 1)****
- D. Each Unit shall be notified by the Recording Secretary of the number of delegates it may send to the Convention as determined from the membership listings in the current Kansas District LWML Directory; (Kansas District LWML General Guidelines)**
- E. See Section IV - FINANCES - this manual for financial obligations.**

### **II. NATIONAL LWML CONVENTIONS (ODD NUMBERED YEARS)**

- A. Each LWML Zone shall be represented at the national LWML Convention by one (1) certified delegate for 10 or fewer Units, and may send one (1) additional certified delegate for each additional 10 Units or major fraction thereof. Example: one (1) delegate for up to and including 15 Units; two (2) delegates for 16 and more units; (Kansas District LWML Bylaws - Article X - Section 5);**
- B. The names of the certified delegates and alternates shall be presented to the District President for certification by March 1 in odd numbered years; (Kansas District LWML Bylaws - Article X - Section 5);**
- C. It is recommended that the Zone Delegate(s) to national LWML Conventions send a note to each Society in their Zone following Convention, thanking them for the privilege of attending the Convention, and reminding the Society that they are available for a report;**

- D. It is recommended that each Society pay mileage and/or honorarium to the national delegate(s) when presenting the national LWML Convention report to them (minimum 35¢ per mile); (Kansas District LWML Leaders Manual - Page 17)
- E. Each Zone shall encourage sponsorship of young working women to national LWML Conventions (national LWML recommends ages 25 to 35).

### **III. PUBLICATIONS**

- A. News items of Zone activities shall be sent to the District Editor, including clear black and white pictures when possible. Such material shall reach the Editor prior to the deadline as listed in the latest District Newsletter.
- B. Changes in number of copies of both the District NEWSLETTER and the Lutheran Women's QUARTERLY shall be sent to the District Editor. INCREASES in number of copies may be made any time, while DECREASES are made only once a year by January 15 with notices sent to Quarterly Manager.

### **IV. FINANCES**

- A. Zone funds are realized through Society donations, free-will offerings and registration at Zone rallies/workshops or other Zone meetings (Kansas District LWML Leader's Manual - Page 6;
- B. All Zone expenses are paid out of Zone funds. In addition to incidental expenses, the following shall also be paid:
  1. expenses (Convention meals, registration, Convention lodging and transportation) of the Zone Delegate to the national LWML Convention;
  2. expenses of the Zone President to the District Convention, except for the pre-convention meeting of the District Board of Directors (Kansas District LWML Bylaws - Article XV, Section 3, and Kansas District LWML Leader's Manual - Page 20)
  3. all expenses (transportation, lodging, meals) of the Zone President to the Kansas Assembly of Leaders (KAOL) fall meeting shall be paid by the District unless she shares a ride and/or motel enroute with Zone personnel, then expenses are prorated with the Zone;
  4. expenses (transportation, lodging, meals) for Zone Standing Committee Chairmen and Pastoral Counselor to attend KAOL. These expenses are prorated with the District if the Chairmen or Counselor also holds a District position;
  5. cost of meal and registration for the District President or her Representative, all Pastors in the Zone and other special guests to attend Zone Rallies and/or Workshops;
  6. cost of the Spring Mission Tour is borne entirely by the participating Zones, after receiving a billing from the Tour Coordinator. Expenses incurred by the speaker(s) and the Tour Coordinator are initially paid by the District and then divided equally among the participating Zones. These expenses include an honorarium in the amount established by the District Board of Directors. Amount due is paid to the Financial Secretary;
- C. Any funds deemed surplus by the Zone may flow into the District Treasury, as the Zone sponsors no projects of its own. (Kansas District LWML Leader's Manual - Page 6)

## **V. ELECTIONS**

- A. Each Zone shall elect officers and appoint/elect standing committee chairmen as deemed necessary to carry out the function and purpose of the Zone.**
- B. Officers generally include a president, vice president, secretary, and treasurer. Zones may also elect or appoint other officers and committees in accordance the Bylaws;**
- C. Election of officers shall be by ballot if required by the zone bylaws unless the bylaws provide for a voice vote when there is only one nominee for the office. When the bylaws require a vote to be taken by ballot, this requirement cannot be suspended, even by a unanimous vote. Thus it is out of order to move that one person - the secretary, for example - cast the ballot of the assembly." (Roberts Rules of Order Newly Revised, 1990);**

## **VI. INDIVIDUAL MEMBERSHIP**

- A. Individual membership may be held by any woman in the district who is a communicant member of her local LCMS congregation with or without a Society. Application for membership shall be made directly to the District President.**
- B. Individual members may attend Zone, District, and national meetings. It is recommended that individual members have a right to vote at Zone meetings, but do not have a vote at District and national Conventions unless serving as an elected delegate or an officer of the Zone or District. Voting privileges are determined by the bylaws of the respective Zone or District. (national LWML Structure Committee - "Individual Membership").**
- C. The Zone shall:**
  - 1. be notified by the District President when individual members reside within their Zone;**
  - 2. notify the individual member of all Zone functions;**
  - 3. include the individual member in all Zone mailings;**
  - 4. be aware that an individual member has a vote at Zone meetings, unless the Zone Bylaws direct otherwise;**
  - 5. be aware that an individual member may serve as a delegate/alternate for the Zone, unless the Zone Bylaws direct otherwise;**
  - 6. be aware that an individual member may serve as an officer of the Zone (LWML Structure Committee - "Individual Membership")**

## **VII. EXECUTIVE COMMITTEE**

- A. The Zone elected officers constitute the Zone Executive Committee. Zone Pastoral Counselor serves in an advisory capacity. It is the duty of these officers to:**
  - 1. study and know the Kansas District LWML Guidelines for Zones, and be thoroughly familiar with the Zone, District and national Bylaws. A copy of the LWML Handbook has been supplied each Zone by the District LWML;**
  - 2. serve as a liaison between the Society and its officers, and the District and its officers;**
- B. It is recommended that the Zone Archivist/Historian NOT be an elected officer, leaving her free of voting responsibilities to gather material and pictures of the history of the Zone as it transpires;**

## **VIII. BOARD OF DIRECTORS**

- A. It is recommended that Zone Board of Directors include:**
  - 1. Zone elected officers;**
  - 2. Zone Standing Committee Chairmen;**
  - 3. Society Presidents;**
  - 4. Zone Pastoral Counselor (advisory capacity);**
  - 5. Society Standing Committee Chairmen or their representative may attend meetings in an advisory capacity;**
- B. No member shall hold more than one voting position on the Zone Board of Directors.**

## **IX. OFFICER/COMMITTEE DUTIES**

- A. The Zone President shall:**
  - 1. as a member of the District Board of Directors be expected to attend its meetings and the District Convention, where she (or her representative) shall have voice and vote;**
  - 2. submit reports to the District as requested, being careful to observe stated deadline dates;**
  - 3. encourage Zone leaders to attend District meetings according to Kansas District LWML General Guidelines;**
  - 4. encourage full delegate representation of all units in the Zone to the District Convention;**
  - 5. relay pertinent information and materials to Societies received from Kansas District or national;**
  - 6. encourage Society Presidents to submit forms immediately following election of officers, and report any subsequent changes in personnel or membership promptly to the Assistant to the President;**
  - 7. attend the fall KAOL meeting (Kansas District LWML Leader's Manual - page 20);**
  - 8. meet with Zone Board of Directors to plan the Zone Fall Workshop/Rally;**
  - 9. preside at all Zone meetings, rallies and workshops, and meetings of the Executive Committee and Board of Directors;**
  - 10. invite the District President or her representative to speak at Zone rallies and/or workshops;**
  - 11. be responsible for the arrangement of housing, meals and transportation for the Spring Mission Tour Coordinator and speaker(s) while in her Zone;**
  - 12. keep a current file of all Societies within the Zone, showing the name of each Society, name and address of church, name and address of pastor, names and addresses of officers, number of members and date of election for each society. This file shall be passed on to her successor along with materials furnished by the District:**
    - a. The LWML Handbook**
    - b. Kansas District LWML General Guidelines**
    - c. Kansas District LWML Leader's Manual**
    - d. Kansas District LWML Directory.**

- B. The Zone Vice-president shall:**
- 1. perform duties of the Zone President in her absence;**
  - 2. perform other assigned duties as determined by the Zone Bylaws;**
  - 3. be responsible for carrying out requests of the Zone Executive Committee and/or Board of Directors;**
  - 4. keep notes and operational material pertinent to the office and pass on to the successor to this office.**
- C. The Zone Secretary shall:**
- 1. keep accurate minutes of all Zone meetings, including meetings of the Executive Committee and Board of Directors;**
  - 2. provide copies of the minutes of Zone administrative meetings to the personnel involved, of the Zone Rallies and Meetings to the Zone President, all Member Society Presidents, and the District President;**
  - 3. maintain a current mailing list including:**
    - a. Zone Officers**
    - b. Zone Standing Committee Chairmen**
    - c. Zone Society Presidents**
    - d. Zone Society Standing Committee Chairmen**
    - e. All Pastors in the Zone;**
  - 4. conduct such correspondence or duties as may be assigned by the Zone President;**
  - 5. relay news of the Zone, District and national that would be of interest to member Societies and make it known to these Societies, all congregations in the Zone, and the general public;**
  - 6. be the Zone Public Relations Chairman, serve as a liaison between the Zone and District and coordinate publicity for all Zone functions, unless otherwise stated in Zone Bylaws;**
  - 7. keep notes and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.**
- D. The Zone Treasurer shall:**
- 1. receive all moneys and deposit in a bank account approved by the Zone Executive Committee;**
  - 2. arrange for two (2) signatures on the Zone checking account, one (1) to be the Zone Treasurer, and the other a Zone elected officer;**
  - 3. keep an accurate account of all receipts and disbursements;**
  - 4. provide a current written report to all attending Zone Executive Committee and Board of Directors meetings, and Rallies and Workshops as provided in Zone Bylaws/Standing Rules. An oral report shall be given at any Zone meeting as requested;**
  - 5. be aware of the LWML Zone responsibility to the national LWML Travel Fund and submit disbursements as required by the Kansas District LWML;**
  - 6. prepare the books and present for audit to qualified financial reviewers as specified in Zone Bylaws;**
  - 7. keep notes and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.**
- E. The Zone Care & Needs (Human Care or Mission Service) Chairman shall:**
- 1. be appointed (elected) for a term specified in Zone Bylaws;**
  - 2. attend fall KAOL meeting at Zone expense;**

3. serve as liaison between the District Care & Needs Committee and the Society Care & Needs (Human Care or Mission Service) Chairman;
  4. refer to "Our Mission Is Service" Handbook from national for helps;
  5. send reports of Zone activities to the District Care & Needs Chairman;
  6. maintain a dated file of national LWML Human Care (Mission Service) materials for transfer to her successor.
- F. The Zone Christian Growth Chairman shall:**
1. be appointed (elected) for a term specified in Zone Bylaws;
  2. attend fall KAOL meeting at Zone expense;
  3. maintain a file of program resources from the District and national LWML for use in the Zone and in providing assistance to member Societies;
  4. encourage members to use creative skills in the development of resource materials for Christian Growth;
  5. serve as liaison between the District Christian Growth Committee and the member Society Christian Growth Chairman;
  6. send a report of Zone activities to the District Christian Growth Chairman;
  7. keep notes and operational material pertinent to the responsibilities of the office and pass on to the successor to this office.
- G. The Zone Member Development Chairman shall:**
1. be appointed (elected) for a term specified in Zone Bylaws;
  2. attend fall KAOL meeting at Zone expense;
  3. be aware of LCMS women's organizations in the Zone not affiliated with the LWML and be an encouragement to them in becoming a part of the LWML;
  4. serve as liaison between the District Member Development Committee and the Society Member Development Chairman;
  5. submit names of women with leadership potential to the Zone and District Nominating Committees;
  6. send reports of Zone activities to the District Member Development Chairman;
  7. maintain a dated file of Member Development materials for transfer to her successor.
- H. The Zone Mission Projects Chairman shall:**
1. be appointed (elected) for a term specified in Zone Bylaws;
  2. attend fall KAOL meeting at Zone expense;
  3. serve as liaison between the District Mission Projects Committee and the Society Mission Projects Chairman;
  4. promote Mites for Mission Grants of District and national LWML;
  5. provide information so Society Mission Projects chairmen can report on status of District and national Mission Grants as to when they are paid;
  6. maintain a dated file on completed District and national Mission Projects for transfer to her successor.
- I. The Zone Special Committees shall:**
1. be appointed by the Zone President with the approval of the Zone Executive Committee as necessary to carry on the work of the Zone;
  2. function only for the tasks assigned, and shall cease to exist once the tasks are completed;
  3. not duplicate those tasks included in the duties of the elected or appointed officers or standing committees;

4. be governed by each Zone's Bylaws, but may include Financial Reviewers (Audit) and Structure (Bylaws);
  - a. Names of the Financial Reviewers (Audit Committee) shall be announced at a Zone Workshop/Rally.
  - b. Zones may have an elected officer (i.e., Vice-president) serve as the Standing Structure (Bylaws) Chairman, and appoint a committee as needed.
  - c. It is recommended that Society and Zone Bylaws be reviewed at least every four (4) years.

**X. The ZONE PASTORAL COUNSELOR shall:**

- A. be an LCMS Pastor within the LWML Zone which he serves;
- B. be appointed (elected) for a term specified in Zone Bylaws;
- C. attend fall KAOL meeting at Zone expense;
- E. promote the Zone activities at LCMS Circuit functions and encourage Circuit pastors in their involvement with the Society, Zone, District and national LWML.
- D. attend Kansas District LWML Convention, if possible. Zones may pay all or part of his expenses, as set forth in the Zone Bylaws/Standing Rules;

**XI. GENERAL INFORMATION**

- A. MITE BOXES and VOUCHERS may be obtained from the District Financial Secretary (Her name and address are listed in the District NEWSLETTER).
- B. CERTIFICATES OF MEMBERSHIP in the LWML are obtained by submitting an application for Membership card available from the District President.
- C. INDIVIDUAL MEMBER RESPONSIBILITIES include:
  1. obtain an individual subscription to the Lutheran Woman's QUARTERLY directly from the LWML Office, P.O. Box 411993, St. Louis, MO 63141-1993;
  2. gather and remit Mite Box offerings, sending them to the District Financial Secretary;
  3. be aware of the object of the LWML in Mission Education, Mission Inspiration, and Mission Service, and fulfill all these endeavors in all ways possible. (LWML Structure Committee - "Individual Membership");
- D. LWML materials, jewelry, supplies, etc., are available from the LWML Office in St. Louis. Their toll free telephone number is 1-800-252-LWML(5965).
- E. District information forms for Societies and Zones are available from the Assistant to the President (her name and address are listed in the District NEWSLETTER). Sample forms are shown in the Kansas District LWML Leader's Manual.
- F. All moneys submitted to the District shall be sent to the Financial Secretary, checks made payable to KANSAS DISTRICT LWML.