

Bylaws: Article V Section 1

The elected officers shall be:Financial Secretary....

Section 2

The elected officers shall be elected by ballot at the LWML 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 for the following two (2) terms. An officer who has filled an unexpired term for two (2) years or less shall be eligible for election to the same or any other office.

Article VI Section 6

The Financial Secretary may perform the duties of the office of the President in the absence or at the request of the President and shall:

- A. receive all moneys and deposit them in a financial institution approved by the LWML district Executive Committee;
- B. keep an itemized account of all receipts;
- C. deposit funds into the checking account;
- D. submit reports to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;
- E. submit records for professional compilation at the close of the fiscal biennium or with a change of officer during the biennium;
- F. be bonded for an amount determined by the LWML district Executive Committee at the expense of the LWML district;
- G. serve as coordinator for the Circulation Manager and Scholarship Chairman;
- H. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- I. maintain officer guidelines.

Standing Rules

1. The mileage allowance shall be \$0.30 per mile, effective 4/01/01 (2/23/02)
9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)
16. The Executive Committee members are authorized to submit a voucher with receipts for up to the amount of one hundred dollars (\$100) per year for use of their own computer systems. (9-20-2014)
17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance and have no history of accidents of serious moving violations over the past three years (3-13-2015)
18. Any expenditure over \$100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

Duties:

1. Attend all EC and BOD meetings.
2. All checks should be made payable to LWML Indiana District. Stamp the back of each check "For Deposit Only," so you don't have to sign each check. Checks should be deposited at least twice a month. There is no fee for the first 200 transactions to the checking account. Money from Thrivent Choice and AmazonSmile will be deposited directly into the Chase savings account and an e-mail

- sent to the Financial Secretary. Money from Joyful Response will be deposited directly into the Steward account.
3. A monthly transaction report should be provided for the district President, Treasurer, Circulation Manager and Scholarship Chairman. On scholarship receipts, be sure to note what the money is designated for (sometimes there will not be a designation).
 4. Complete a monthly Remittance Form.
 - a. Send the **white copy** of the monthly remittance form to the President, along with an expense voucher for 25% of mites collected. The President will sign the expense voucher and send it to the Treasurer for payment to LWML in St. Louis.
 - b. Send the **green copy** of the monthly remittance form to the Treasurer, along with the green copies of all remittance forms.
 - c. Send the **yellow copy** of the monthly remittance form to the Circulation Manager, along with the yellow copies of any forms that include contributions for the *Quarterly*.
 - d. Send the **pink copy** of the monthly remittance form to the Scholarship Chairman along with the pink copies of any forms that include scholarship contributions.
 - e. Keep the white remittance forms and **gold copy** of the monthly remittance form.
 - f. When possible, bring the forms to EC or BOD meetings to save postage.
 5. Update the roster monthly and e-mail it to the Web Servant to post.
 6. Monthly transaction reports (with voucher number, church, city, zone and contributions) and rosters should be kept in the Financial Secretary's file. Also reports to EC and BOD.
 7. For EC or BOD meetings, prepare a report which gives totals for each category to the previous month of the biennium, and pertinent information, such as where to send mites, make check payable to LWML Indiana District, and funds to which contributions can be made.
 8. Provide two reports for each convention manual. One will be a written report of activities, and the other the roster report. Coordinate the latter with the Circulation Manager (she will provide the total number of *Quarterlies* each society received during the biennium). Add her numbers to the middle column on the roster report.
 9. At the district convention, request ½ table for the Mite Box display. Provide approximately 500 mite boxes (flat) in groups of ten. Signs and a large Mite Box are included in the transition materials.
 10. Mail out remittance forms as requested by societies. Mail 6 forms to societies unless they specifically request a different amount.
 11. Always take Mite Boxes and remittance forms to EC and BOD meetings. Societies may make arrangements to pick up Mite Boxes at no cost from the Financial Secretary, otherwise they should be ordered from the LWML catalogue.

Watch congregation names/zones. It can be confusing! Below are some that may cause problems.

Decatur Zone:

Zion (Friedheim) 10653 N. 550 W. Decatur	Zion (2 Societies) 10 th & Monroe St. Decatur	St. John (Flatrock) 12912 Franke Rd. Monroeville 9909	Emmanuel (Soest) 9909 Wayne Trace Fort Wayne, IN 46816
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Columbus Zone:

St. Peters 719 5 th St	St. Peter (Waymansville) 11750 W 930 S
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Evansville West:

Trinity 1000 W. Illinois Rd	Trinity (Darmstadt) 1401 W. Booneville-New Harmony
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