

**Bylaws: Article V Section 1**

The elected officers shall be: Vice President – Missions

**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 3**

The Vice President–Missions may perform the duties of the office of the President in the absence of or at the request of the President and shall:

- A. be chairman of the Mission Grants Committee
  1. receive mission grant proposals for the LWML district convention ballot;
  2. chair the grant evaluation and selection meeting for the grants to be on the LWML district convention ballot;
  3. present to the LWML district Board of Directors for approval the grants selected to be on the LWML district convention ballot;
  4. make an impartial presentation of the approved grants to the LWML district convention;
  5. request the disbursement of grant funds and monitor the progress of each adopted grant until completion;
  6. present a report to the LWML district Executive Committee and the LWML district Board of Directors on the progress of each adopted grant until completion;
  7. publish a report on the progress of the grants in the LWML Indiana District Good News;
- B. serve as coordinator for the Mission Trip Coordinator and the Heart to Heart District Leader;
- C. in emergencies be authorized to sign checks for the Treasurer;
- D. present a report, including department activities, to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;
- E. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- F. maintain officer guidelines.

**Article VIII Section 5**

The **MISSION GRANTS COMMITTEE**, consisting of the Vice President - Missions as Chairman, the LWML district immediate past President, and three (3) members, representing the north, central, and south regions whose Pastoral Counselor shall be the LCMS Indiana District Outreach Executive, shall:

- (a) research and evaluate district LWML grant proposals according to LWML criteria;
- (b) choose projects to be placed on the LWML district convention ballot in accordance with LWML district guidelines;
- (c) determine, with LWML district Executive Committee approval, the method of presenting grant proposals to the convention;
- (d) immediately after convention notify all who submitted grants of the status of their grant proposals;
- (e) request progress reports from grant recipients;
- (f) present a report to the LWML district Board of Directors on the progress of each adopted grant until completion;
- (g) fulfill the Mission Grant convention responsibilities following the LWML Indiana District *Officers' Guidelines*;
- (h) have the chairman report to each regular meeting of the LWML district Board of Directors and LWML district convention.

## **Article XIV**

### **Section 1**

- A. Indiana District based and administered mission grant proposals may be submitted by LWML members, societies, zones, LWML Mission Advocacy Grants Chairman, LCMS District, or LCMS Synod-wide boards.
- B. Proposals for consideration as a mission grant shall include the signatures required in the guidelines for submitting grant proposals.
- C. At least eight (8) copies of proposals must be submitted.
- D. Proposals for all mission grants, except those submitted by the LCMS Indiana District or LCMS shall:
  - (1) be approved by the LWML zone Executive Committee in which the grant is located;
  - (2) be submitted to the Vice President - Missions by January 15 preceding the LWML district convention.

### **Section 2**

The Vice President–Missions shall present the grant proposals to the LCMS Indiana District Outreach Executive for evaluation. The Mission Grants Committee shall select the grant proposals to appear on the ballot, upon approval by the LWML district Board of Directors. Mission grants are adopted by the voting body of the LWML district convention.

### **Section 3**

- A. Funds voted for a grant must be distributed or put into use within one (1) fiscal biennium or be reallocated. The convention may extend the time for one (1) biennium in case of extenuating circumstances.
- B. All disbursements shall be approved by the LWML district President.
- C. Funds shall be presented directly to the recipient or through designated LCMS Indiana District channels.
- D. In the event that changes in grant project plans arise, the LWML district Board of Directors shall be authorized to act, either in session, or by mail, or electronic communication.
- E. No grant shall necessitate permanent subsidy.
- F. No grant shall cover deficits in the LCMS Indiana District treasury.
- G. Grants voted shall not exceed available funds.

### **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)

### **Meetings:**

1. Inform committee of meetings they are expected to attend.
  - a. SRD –February meeting in the odd numbered year
  - b. SRD – Summer (July) meeting of odd numbered year – to plan Treatshop. etc. (if needed)
  - c. SRD – Fall meeting of odd numbered year – for convention planning, etc.
  - d. SRD -- February meeting of even numbered year to plan convention and distribute grant proposals for evaluation
  - e. Proposal Evaluation for Ballot – Feb. of even numbered year
2. Project Evaluation Meeting
  - a. This meeting should be at least two (2) weeks prior to the Spring Board of Directors meeting.
  - b. The VP – Missions prepares a packet for each committee member, the IN District Outreach Executive and the LWML IN District President
    - These consist of copies of all grant proposals submitted by grant applicants,
    - a rating sheet,
    - instructions with guidelines on how to rate applications.
    - The committee shall receive this at least one (1) week prior to the evaluation meeting.
  - c. The IN District Mission Outreach Executive must be able to attend and receives the same information as the committee members. All members of the committee must attend this meeting. (He is an advisor and his rating should not count in the final decision.)
  - d. Applications shall be reviewed, rated, and amounts determined for the ballot at this meeting.
  - e. All information at this meeting is CONFIDENTIAL.
3. Executive Committee and Board of Directors Meetings
  - a. Prepare a grant update and report for all EC and BOD meetings.
  - b. At the BOD meeting held in March (Spring) of even numbered years present suggested ballot and move for its adoption.
  - c. Be prepared to answer questions concerning the various projects.
  - d. After the ballot is accepted, notify all applicants by letter regarding the decision.
  - e. Request any additional information needed from grants on the ballot.
  - f. Suggest a mission speaker for the convention, if asked by the IN District President, at the March (spring) BOD meeting in odd numbered years. This is not always possible if you are seeking someone home on furlough, but should be done by the fall meeting.
4. Change of Officers Retreat - last weekend in July of even numbered years. There may be an EC meeting scheduled on Friday and the BOD meets on Saturday.

### **Mission Grant Procedures:**

1. Guidelines and Applications
  - a. Guidelines should be reviewed and updated, if necessary.
  - b. Publicize in the *Good News* that applications and guidelines can be obtained from the Vice President - Missions or can be found on the LWML Indiana District website.
  - c. Send updated version of the guidelines and application forms to the Web Servant.
  - d. Send either via USPS or email the guidelines and applications as requested.
  - e. Review all applications carefully.
    - Record date application is received.
    - Acknowledge receipt of all applications and request any incomplete information.
    - Any correspondence is to be kept in the same folder with the application.

- Use email when possible but print out a copy for the file.
  - f. Contact the IN District Outreach Executive to request information on projects received from LCMS World Missions.
  - g. In February before the convention meet with the committee to decide which proposals will appear on the ballot.
  - h. At the Executive Committee meeting following this selection present them to the committee for their information. No official action needs to be taken.
  - i. Present the ballot to the March BOD meeting and move that they approve adoption of the ballot.
  - j. After the BOD meeting notify everyone who submitted a proposal and inform them as to whether or not their submission will be on the ballot. Send via USPS using LWML stationery since it is an official act.
2. Provide contact information for persons requesting a grant application from LWML. This information can be found on the LWML website.
  3. In the spring of odd numbered years request interim reports from all recipients whether or not they have actually requested the funds. Interim forms are on the computer disc. These may be sent via email or USPS. Save postage whenever possible.

**Conventions:**

1. Submit Proposed Mission Grant Summaries, Resolutions and Tally Sheet for the convention manual by the deadline.
2. Prepare Mission Grant Proposals for the delegates packet and to be printed in the *Good News* (special convention issue), giving a summary of each project. This information is to be sent to the IN District Recording Secretary by the deadline.
3. Prepare and submit a written officer's report for the convention manual by the deadline.
4. Prepare the Mission Grant ballot and send to the IN District Parliamentarian for duplication.
5. Prepare a display for convention. Have the original grant applications available for review at the convention. (For the past two conventions, we have displayed all of these in a binder.) There should be a committee member there to answer any questions.
6. Prepare a Power Point Presentation or video allowing approximately 1.5 minutes (200 words) per grant proposal. Information and pictures (preferably digital) for this presentation are to be sent to the VP –Missions when they submit their proposal. There should be time allowed for questions by delegates if needed.
8. Coordinate with the Mission Grant Committee to set up a table in the display area to promote mite-giving, missionary contact or whatever project is decided upon.
9. Contact cross-cultural ministries, missionaries and others who will provide information and interaction for a Mission Fair, usually on a Saturday evening at the convention. Time for set-up, program, etc. needs to be coordinated by VP – Missions or committee member. (This is optional and was not done in 2010 or 2012, 2014 or 2016)
10. In lieu of the mission fair, in 2010, the committee initiated "Mission Moments". In March before the district convention, the VP - Missions sends invitations to the recipients of grants for the ending biennium to submit pictures for a power point presentation and text of about 150 words thanking the LWML to the VP - Missions and the committee member who has the ability to develop a power point. These were shown at different times throughout the convention. In 2014 and 2016 these were done in video form.

11. Following the convention, inform applicants by letter of the decision of the delegates. Include the procedure for requesting funds. (I would do this via USPS on LWML stationary to make it more formal) Sample copies can be found on the computer information you received.
  - a. Recipients must request funds, in writing, from VP – Missions, including receipts. Sometimes there is no way they can have receipts. Requests such as these can be made via email.
  - b. VP -Missions completes the voucher and sends to LWML IN District President (VP keeps pink copy in grants respective folder)
  - c. I found it helpful to keep copies of all the letters in a special folder on my computer. These came in handy when someone misplaced their letter and needed to know the information in it.

**Publications:**

1. Regularly submit articles and pictures concerning grant updates to the Editorial Staff to be included in the *Good News*. Feature each of the Mission Grants in the articles. Pictures also help.
2. Keep projects before the membership through regular publicity and to encourage prayers for them by writing summaries for the *Good News*.

**Treatshop:**

1. Prepare handouts about the Mission Grant recipients and include them in the folders the participants receive. We tried displays but found that very few if any took time to look at them.
2. Inform Zone presidents and all others present that guidelines and applications can be obtained by requesting them from the VP-Missions or by going to the Indiana District LWML Website.

**Mission Trip Coordinator:**

1. Coordinate with and assist the Mission Trip Coordinator
  - a. Check in with the Mission Trip Coordinator at least monthly about the progress of Mission Trip and Servant Event planning.
  - b. Edit and submit articles to the *Good News* for the Mission Trip Coordinator.
  - c. Edit and submit mass emails from the Mission Trip Coordinator to the President.
  - d. Collect Mission Trip Fund applications. Present these to the Executive Committee for approval. Voucher any funds that are approved and ensure the money is delivered to the proper people.

**Heart to Heart District Leader:**

1. Coordinate with and assist the Heart to Heart District Leader.
2. Check in with the Heart to Heart District Leader at least monthly about progress in the committee and in encouraging ethnic women to be involved in LWML around the state.
3. Edit and submit articles to the *Good News* for the Heart to Heart District Leader.
4. Edit and submit mass emails from the Heart to Heart District Leader to the President.
5. Edit and submit anything to be posted on the LWML Indiana District website for the Heart to Heart Sisters page.