**President**

July 2022 Section 1

**Bylaws: Article V Section 1**

The elected officers shall be: President

**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 1 - President

The President shall:

A. preside at conventions of the LWML Indiana District and at all meetings of the LWML district Board of Directors and the LWML district Executive Committee;

B. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of checks;

C. be an ex-officio member of all departments and committees except the Nominating Committee;

D. be responsible for the execution of resolutions passed by the LWML district convention body, LWML district Board of Directors, and LWML district Executive Committee;

E. maintain a record of zone officers and membership statistics by zone;

F. present a report to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;

G. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

H. appoint a Secretary to the President, if desired;

I. serve as coordinator for: the Crisis Management Coordinator, Meeting Manager, Nominating Committee Chairman, Parliamentarian, Zone Presidents;

J. maintain officer guidelines**.**

**Standing Rules State:**

1. The mileage allowance shall be $0.30 per mile. (02-06-2021)

7. The district shall pay the expenses of the district President for attending a meeting of each zone at least once during the biennium. (11-19-1981)

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)

12. The proceeds from each special event shall be submitted to the Financial Secretary with an

itemized report of income and expense within 60 days. Copies of the report shall be sent to the President, Vice President of the department, and Treasurer. (11-3-2018)

14. The district President and the Vice President of Conventions and Communications shall sign the contract for the convention facilities. (7-30-2010)

16. The Executive Committee and the Editor are authorized to submit a voucher with receipts for up to the amount of one hundred dollars ($100.00) per year for the 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 or 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. (11-07-2015)

20. Committees are to submit projected expenses to the EC by January 15 of biennial budget years

 for budgeting purposes. (8-25-2018)

Meetings:

1. Determine dates for Executive Committee and Board of Directors meetings for the biennium.
2. Send dates to Meeting Manager to make meeting arrangements.
3. Request agenda items from EC members three weeks before the EC meeting.
4. Prepare Official Call and EC agenda. Official Call may go out as early as 4-6 weeks in advance.
5. Email agenda to EC members 10 to 14 days before the EC meeting. Request agenda items from the BOD members three weeks before the BOD meeting.
6. Prepare Official Call and BOD agenda. Official Call may go out as early as 4-6 weeks in advance. Email/regular mail agenda to BOD members 10 to 14 days before the BOD meeting.
7. Distribute a calendar to Board of Directors of dates of meetings and events at the beginning of a biennium and update as needed. Send a copy to the Web Servant to post on district website.

**Other District Events**

**Retreat**:

1. Following the retreat, the DP selects a chairman who is approved by the Executive Committee at the following EC meeting.
2. Visit potential retreat sites with the Retreat Chairman.
3. Retreat chairman will present a comparison chart to the EC’s fall meeting in odd-numbered years. A site will be selected by the EC at this meeting.
4. Date of the retreat will be a weekend after Easter of the odd-numbered years.
5. Appoint committee members who are approved by the Board of Directors.

**Change of Officers Retreat:**

1. Generally held the last weekend in July following the district convention;
2. Location is selected at least two years prior and placed on calendar of events;
3. The DP signs contract;
4. Meeting Manager makes physical arrangements and sends info to attendees;
5. Attendees are those officers/chairmen whose terms have been completed and will be transferring their materials to the newly appointed officer/chairman. Continuing officers and chairmen need to attend the Change of Officers Retreat.
6. The Change of Officers Retreat is planned and conducted by the outgoing District President in the even-numbered years. The newly elected DP conducts the BOD meeting held at that time.

**Treatshop:**

1. Date is selected as you plan the biennium calendar;
2. Held in the odd-numbered years, usually in August in the Indianapolis area;
3. Planned by the VP-SRD and the SRD committees;
4. Meeting Manager obtains location and coordinates plans with VP-SRD.
5. DP may conduct a session for society presidents and/or a session for the Zone Presidents.

**Zone Rallies:**

1. The DP may attend a meeting/event of each zone at least once during the biennium;
2. Expenses are paid by the district;
3. Request from the Zone Presidents the dates and locations of their zone rally or event prior to the spring and fall rallies;
4. Publish rally dates on the district Website;
5. Contact the Zone President to inform when you will visit.
6. Keep a current statistic report for all zone rallies/events; this will be requested by LWML prior to the LWML convention.

**Publications:**

1. Write a President’s article for the Indiana District *Good News* newsletter that is published in the months of January, April, July, and October of each year by the *Good News* Editor. Newsletter is sent electronically or by regular mail on request. The mailing list is kept by the Roster Coordinator.
2. Review the *Good News* before final printing and distributing.
3. In place of the *News and Notes*, the DP may send electronically or by regular mail if necessary a President-to-President Memo to all Zone Presidents prior to spring and fall zone rallies and at other necessary times (i.e. before district and LWML conventions).

**Committees:**

1. The DP is an ex officio member of all committees, except the Nominating Committee.
2. Attend all meetings. The District President has a vote.
3. Appoint committees as needed to carry out the motions of the Executive Committee, Board of Directors, and convention delegates.

**Grants:**

1. See Grants under Vice President – Missions.

1. Upon receipt of notification from VP – Missions:
	1. contact church, individual, or organization to make arrangement for presentation;
	2. determine if you or another EC member will make the presentation;
	3. sign a voucher written by VP-Missions for grant money and send to Treasurer requesting a check to be given at presentation;
	4. prepare a certificate to be given with the check;
	5. after the presentation write a follow up letter.
2. If no personal presentation is made:
	1. Sign a voucher for check written by the VP-Missions and mail to Treasurer and have check sent to you;
	2. write a letter including the check.
3. Take pictures and submit an article with a picture to publish in the next Good News newsletter. May also be submitted by the Vice President Missions.

**District Convention**:

1. Visit all proposed convention sites with Vice President–Conventions and Communications.
2. Work with the Vice President–Conventions and Communications and Convention Host Committee Chairman (or Co-chairmen) to coordinate planning.
3. The DP and the VP–Conventions and Communications sign the contract for convention facilities.
4. Visit the upcoming convention site within two months following a convention.
5. Attend all host convention committee meetings.
6. Present a list of possible displayers received from the Display Chairman to the EC for approval at the EC’s fall and/or spring meeting (in the odd-numbered year) prior to the convention (in the even-numbered year).
7. Meet with the district treasurer, convention host committee co-chairmen, and convention treasurer to set the registration fee. This should be done in December or January prior to convention.
8. Approve the registration form.
9. Approve convention manual before publication.
10. Prepare and submit a written President’s report for the convention manual.
11. Request letters from the LWML President and the LCMS Indiana District President for the convention manual.
12. Prepare the convention agenda. A tentative agenda is very useful to the SRD and Mission Grants committees as early as February of the year prior to the district convention (odd-numbered year).

The BOD approves the agenda at the spring meeting before the convention. A brief agenda can be distributed at this Board meeting for promotion in zones.

1. Coordinate with the Editor of the *Good News* for the special issue containing all convention information (Official Call, Brief Agenda, bios and pictures of Guest Speakers, Bible Study Leader(s), Candidates for District Office, Servant Events, Hours for displays and registration times, ingathering information, interest/breakout sessions with brief description/leaders, convention offerings, special breakfasts or luncheons (if any), hotel registration information, convention menus, Ruth Armel Scholarship guidelines and application form, walk for mites activity, form for shirts (if any), delegate registration form, and general registration form.) This issue is emailed or sent regular mail to all LWML members in the district and is also posted on the district website.
2. Review LWML IN District Convention Guidelines for Waiver of Fees and Expenses at the fall EC meeting following the district convention.
3. At the fall EC meeting following the district convention, begin to select and obtain approval from the Executive Committee to invite the Bible study leader(s) (our district counselors), all speakers (motivational, keynote, or inspirational, missionary, interest session speakers), and song leader. Review and take into consideration the brainstorming ideas received from the BOD members at the July BOD meeting following the convention. If possible, receive approval 18 months prior to the convention. Be sure to include date, time, and length of time for speaking, honorarium, and expenses covered. (be sure the EC has reviewed the Convention Guidelines for Waiver of Fees and Expenses before inviting) Also, inform them that upon acceptance they will receive letter from the Vice President – Conventions and Communications with information on registration, meals, lodging, travel reimbursement, and for any special needs. Be sure the Vice President – Conventions and Communications is aware that she is responsible for all arrangements of guests and speakers.
4. Prepare a scripted agenda. Begin as early as 18 months prior to convention and change as necessary. A final scripted agenda is given to the parliamentarian, the recording secretary and to each member of the Minutes Review Committee *before* convention convenes. A copy to the closed-captionist and the audio/visual person is also helpful. It is also helpful that the parliamentarian has a copy as much as two weeks prior to convention to review so changes, if any, can be made prior to the start of the convention.
5. The national LWML President will provide the LWML District Convention Information Form to request a national LWML representative to attend the district convention. Assign a host to the representative. Contact representative with any specific requests and info.
6. Invite the LCMS Indiana District President to bring greetings.
7. Invite the Indiana District Lutheran Laymen’s League President to bring greetings.
8. Send a special invitation to all new societies in the biennium. Make sure they receive registration forms. Recognize new societies at the convention. Present a signed,laminated charter to each new society. Arrange for someone to make special name tags for those attending. (the VP–Conventions and Communications or other appointed person)
9. Prepare District President’s oral convention report and closing remarks. A PowerPoint presentation is good.
10. Provide a list of guests for special luncheons or breakfasts, if planned, to the Vice President–Conventions and Communications. She will send the invitations.
11. Invite the Past District Presidents to the convention. Provide special reserved seating. Recognize the PDPs during the convention. Invite them to a special luncheon or breakfast if one is planned. At your discretion, invite them to participate in any of the convention program (i.e., banner procession, closing prayers, lead pledges).
12. Plan a President’s Reception for the following: special guests, zone presidents, officers, committee members, committee chairmen, counselors (and spouse) PDPs, YWRs, and teens. There may be two receptions: one on Friday night and one on Saturday night. It is helpful to ask someone to be your reception coordinator to plan and have the reception ready for you each evening.
13. Assign a vice president to be in charge of the “behind the scenes” agenda for each meeting session. Prepare a detailed script for her to follow. She will see that speakers are ready to come on stage, etc.
14. A vice president and counselor will be seated on stage during each meeting session along with the parliamentarian and recording secretary.
15. Keep societies and zones well informed of convention plans and activities through the *Good News* and website.
16. After registration closes, appoint Tellers from the guest registration: 14 for Officers and 16 for Mission Grants unless voting online. Contact and receive consent to serve as tellers before the convention convenes. Appoint one of the members of each the Officers and Mission Grants tellers to serve as chairman.
17. From the delegate registration, appoint three (3) to the Minutes Review Committee. Contact and receive consent to serve on the Minutes Review committee. Advise the Host Convention Committee to provide a place at the front of the meeting room for the Minutes Review Committee to sit and to provide a table for writing.
18. Appoint 3-5 Appointed Officers or Zone Presidents to serve as timekeepers. Have one person to serve as “chair” who will make the signs and have the timer. Be sure to inform all guest speakers that they will be informed when their time is about up and when it is up. Advise the Host Convention Committee to reserve a table in front of the speaker’s podium for the timekeepers.
19. Immediately following convention, submit the Statistical Report of District Mission Grants Form to the person listed by national LWML. The form is sent to the DP by national.
20. Review and update the Convention Guidelines with the Vice President–Conventions and Communications and Host Convention Committee Chairmen following the convention.

**National LWML Responsibilities**:

1. Attend all Presidents Assembly meetings. They are held in late January or early February in St. Louis in the even-numbered years and at the national LWML convention site in the odd-numbered years. A P is also held prior to the start of LWML convention.
	1. All expenses are paid by national LWML.
	2. LWML Meeting Manager makes lodging arrangements.
	3. Travel arrangements are made by Travel Etc. You may make your own travel arrangements but this is discouraged. Mileage reimbursement requests must be substantiated with route documentation from an online mapping program (i.e. Mapquest, Google Maps, etc.). If you drive to the meeting, you will inform the Meeting Manager and follow her instructions regarding reimbursement.
	4. Keep all receipts and attach to voucher for reimbursement.
	5. Prior to each meeting, complete Acknowledgment and Release form sent to you by the Meeting Manager and return to Meeting Manager as requested.
2. Attend the LWML Convention as a member of the LWML Presidents Assembly. The DP is a delegate.
	1. LWML pays for your travel and expenses until the convention starts and then the district pays all expenses. Voucher district for reimbursement.
3. The names of zone delegates and alternates to the convention are due by March 1 of the convention year to the LWML Recording Secretary and are submitted online through the secured login on the LWML website. Request zones to select their delegate and alternate at their Fall Rally and submit names to you by January 20. If names are not submitted by that due date, check with zone president to encourage her to send a delegate. Delegates must have an email address. Submit names as early as possible, even if you do not have all the names. You can add them later.
4. LWML requests statistical information from the District. A form is provided by national LWML. Complete and return as requested. Request this information from the zone presidents during the fall of the even-numbered years or if they have submitted their zone event report form as requested, you will have the info to compile your district statistical report.
5. Be faithful in answering all LWML requests in a timely manner.
6. Complete District Office Update Form as requested by the LWML President.
7. Arrange for district caucus at LWML national convention. Plan an agenda for the caucus and inform all delegates and guests to attend the caucus.
8. If district pictures are taken at the LWML convention, be sure to notify all district people attending the convention to be present for the picture.
9. Request for a table for a district display at the LWML national convention. District Public Relations Director will be in charge of the display.
10. The EC selects the district identification. The VP-Conventions and Communications is responsible for making and having available the id’s for all district people attending the LWML convention. These can be distributed at the district caucus meeting.
11. Prior to convention contact the two YWRs who will be attending the convention. Invite them to the spring District Board of Directors meeting. They will be seated with the district delegation at convention.
12. At the LWML convention, the DP leads the zone delegates. Make sure they attend all sessions and help them as needed. A small gift for each delegate is a thoughtful thing to do (even if it’s just candy). Place at each seat prior to sessions. Also, make name cards for each of the delegates and place at each chair in the section assigned to our district.
13. The district banner will be carried by the DP in the procession of banners. Also, be sure you know who is sending the banner to convention and how it is being returned to the district and to whom. After convention, the banner is available for societies and zones to use upon request from the VP – Conventions and Communications. After the banner is no longer traveling, it is returned to the person/society that made the banner.

**Other Duties:**

1. Bring greetings to the LCMS Indiana District convention. Contact the district office to find out the date and ask to bring LWML greetings.
2. Bring greetings to the Indiana District fall and/or spring pastors conference. Contact the district office to find out the date and request to bring LWML greetings.
3. Bring greetings to the Indiana District Lutheran Laymen’s League (LLL) as invited by the Indiana District LLL President. If unable to do so, ask another EC member to bring greetings.
4. Following district convention, fill vacancies of appointed officers, committee chairmen and committee members whose terms have expired at the close of the convention. EC approves appointments of appointed officers and committee chairmen. BOD approves appointments of committee members.
5. Submit New Society forms to the LWML President.
6. Submit Disbandment forms to the LWML President.
7. Donation Day at the Concordia Theological Seminary, Fort Wayne:
	1. The DP attends Donation Day. This is held in October of each year.
	2. Donation Day is co-sponsored by the LWML district and the CTS Seminary Guild.
	3. On Donation Day you will read the list, provided by the seminary, of students from the Indiana District, following the chapel worship service.
	4. The DP will address the assembly telling about the LWML in the Indiana District.
	5. If a grant has been given to the seminary (food co-op), one-half of the grant is presented to the seminary co-op following the chapel worship service each year.
8. Attend the LWML Reception held each October, dates vary, at CTS, Fort Wayne and present a brief talk. The program is provided by the LWML Public Relations Director and the LWML President. There is no expense to the Indiana District for the program.
9. Request and conduct a Field Education Class presentation for second year students at Concordia Theological Seminary, Fort Wayne, in the spring of each year. Contact Prof. John Pless (ex2271) each January to schedule your presentation. Put together a “packet” of LWML products, a Quarterly, and a cookie or two for each student. Distributed the packets as the students enter the classroom. Equipment is present to do a PowerPoint presentation.
10. Plan and conduct a Presidents session at the Treatshop held in the odd-numbered years.
11. Keep in touch with Zone Presidents as much as possible to encourage and keep informed of LWML events and activities. A good avenue to do this is through the President-to-President Memo and training sessions.
12. Sign all vouchers in a timely manner and submit to Treasurer for payment.
13. Contact the LWML office in St. Louis informing them who is allowed to charge expenses and to whom invoices are sent. Ask to have all billing sent to the District President. You then forward (by email) to the appropriate officer to voucher for payment.
14. At the LWML Presidents Assembly meeting in the even-numbered years, you may want to be prepared to have a list of items to select for sale at the upcoming district convention. You should review this list with the Public Relations Director prior to this meeting. If you drive to this meeting, bring these items back with you, thus saving the shipping costs.
15. DP receives CCLI license renewal. Voucher and send to Treasurer for payment.
16. DP receives the insurance invoice from LWML. Voucher and send to Treasurer for payment.
17. Be available to assist and/or answer concerns and questions from district LWML members.
18. Answer emails and other correspondence as quickly as possible. Answer all emails received, even if it’s just to say you received it.
19. Keep a list of names received on Talent Forms who are willing to serve on the district level and utilize those who are willing to serve.
20. Refer to the LWML and LCMS stylebook and encourage all officers and chairmen to do so.
21. Familiarize yourself with the district bylaws, standing rules and these guidelines as well as the LWML handbook.
22. Be positive and encouraging.
23. Be in the Word and in prayer.