

Bylaws

June 2022



**BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE INDIANA DISTRICT**

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BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE INDIANA DISTRICT

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Indiana District (hereinafter referred to as LWML district) of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS). The LWML district, conforming to LCMS district boundaries, is affiliated with the Lutheran Women's Missionary League (hereinafter referred to as LWML).

ARTICLE II – OBJECT

The object of this organization shall be:

- A. to develop and maintain a greater mission consciousness among the women of the LCMS Indiana District through mission education, mission inspiration, and mission service;
- B. to gather funds for mission grants either directly sponsored or approved by LCMS Indiana District Boards, especially those for which no adequate provisions have been made in LCMS Indiana District budgets;
- C. to encourage participation at all levels of the LWML structure.

ARTICLE III – MEMBERS

Section 1

- A. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in any setting approved by the LWML Executive Committee and the LWML district Executive Committee shall be eligible for membership as societies.
- B. One (1) or more societies affiliated with the LWML district, within a congregation, on a campus, in a resident home, or in a single setting approved by the LWML Executive Committee and the LWML district Executive Committee shall be considered one (1) unit for the purpose of representation at LWML conventions.
- C. A woman who is a communicant member of an LCMS congregation is eligible for membership in a society.
- D. Request for membership in the LWML district shall be processed by:
 - (1) securing approval of the congregation to apply for a charter;
 - (2) submitting completed membership application forms to the LWML District President;
 - (3) securing approval of the LWML District Board of Directors.

Section 2

Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML district. Individual membership is not considered a society or a unit. An individual member:

- A. shall submit a completed membership application form to the LWML District President;
- B. shall be approved by the LWML District Board of Directors;
- C. shall have an interest in the object and program of the LWML;
- D. may attend zone, district, and LWML meetings and conventions;

- E. may have a voice and vote at zone meetings, but not at district or LWML conventions except when serving as an accredited delegate of the zone or district;
- F. shall remit mite money as specified by LWML district bylaws;
- G. may purchase an individual subscription to the *Lutheran Woman's Quarterly*.

ARTICLE IV – ORGANIZATION

Section 1 – Zone

Zones shall be formed by the LWML district. Each zone shall consist of societies within a convenient geographical area, LCMS circuit lines preferred. A request for variation in boundaries shall be submitted to the LWML District Board of Directors for decision. Zones shall exist for the purpose of:

- A. representation at LWML conventions in ratio established in the LWML Bylaws;
- B. promotion of Christian fellowship and furthering the object of the LWML: Mission Education, Mission Inspiration and Mission Service;
- C. sponsoring at least one (1) rally each year.

Section 2 – District

- A. The LWML district shall hold a convention biennially in the even-numbered years, at a place determined in a previous convention, for the purpose of transacting the business of the LWML district. All members of the LWML district may attend.
- B. Convention sites shall be determined four (4) years in advance.
- C. The voting assembly of the LWML district convention shall be:
 - (1) voting members of the Board of Directors (See Article XII, Section 1);
 - (2) two (2) accredited delegates from each unit;
 - (3) past presidents of the LWML Indiana District who are currently members of this district.
- D. A member of the voting assembly shall vote in one (1) capacity only.
- E. Each unit is entitled to have an accredited alternate for each accredited delegate to the LWML district convention.
- F. The names of the accredited LWML unit delegates and alternates shall be in the hands of the LWML District Recording Secretary six (6) weeks before the convention.
- G. A majority of the registered voting assembly shall constitute a quorum.
- H. It shall be the duty of the delegate(s) to attend all business meetings of the LWML district convention and provide a report to her society.
- I. In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the LWML district Executive Committee shall have the authority to determine whether the convention shall or shall not be held; the district Executive Committee, by a two-thirds (2/3) vote, shall make the decision; and the vote may be taken by mail or electronic messaging.
- J. In the event the convention is not held, the LWML district Executive Committee shall have the authority to implement a procedure for conducting the routine convention business. Such procedure shall be approved by the LWML district Board of Directors, and the vote may be taken by mail or electronic messaging.

Section 3 – LWML

- A. LWML conventions are held in the odd-numbered years, according to the LWML Bylaws.
- B. The LWML District President shall attend as a voting member of the LWML Presidents Assembly. Should she be unable to attend, an elected LWML district officer may attend in her place and have voice and vote. Notice of the substitute's name and address shall be given to the LWML President;
- C. Zones shall have one (1) accredited delegate for each ten (10) or fewer units and one (1) accredited delegate for each additional ten (10) units or major fraction thereof as of January 1 preceding the LWML convention.
- D. The LWML zone President shall provide the LWML District President with information concerning the accredited delegate(s) for proper certification by the requested deadline.
- E. It shall be the duty of the delegate(s) to attend all business meetings of the convention and provide a report to each member society in the zone.
- F. The zones shall select a system for choosing their delegate(s) and alternate(s) and shall assume the expense of the delegate(s).
- G. All members of the LWML district may attend.

Section 4

The LCMS Indiana District shall counsel and advise the LWML district.

Section 5

Each society and each zone shall write its own bylaws which shall conform to the objectives and basic principles of the LWML Articles of Incorporation and the LWML district bylaws. These bylaws and all subsequent proposed amendments shall be submitted in the number and manner requested to the LWML district Structure Chairman for approval by the LWML district Structure Committee before being presented to the membership for adoption.

ARTICLE V – OFFICERS

Section 1

The elected officers shall be:

- President
- Vice President - Spiritual Resource Department
- Vice President - Missions
- Vice President - Conventions and Communications
- Recording Secretary
- Financial Secretary
- Treasurer

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 – DUTIES OF OFFICERS

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. appoint all non-elected officers and committee members to be approved by the Executive Committee;
- F. maintain a record of zone officers and membership statistics by zone;
- G. present a report to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;
- 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. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- K. maintain officer guidelines.

Section 2 – Vice President–Spiritual Resource Department

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

- A. serve as coordinator for: the Christian Life Committee, Christian Outreach Committee, Human Care Committee, Leader Development Committee, Retreat Committee and Young Woman Representative (YWR) Committee;
- B. present a report, including department activities, to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;
- C. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- D. maintain officer guidelines.

Section 3 –Vice President – Missions

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;

Section 3 –Vice President – Missions (continued)

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.

Section 4 - Vice President–Conventions and Communications

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

- A. serve as coordinator for the LWML district Convention Committee and the Editorial Staff of the LWML Indiana District including Editor, Communications Coordinator, Public Relations Director, and Webservant;
- B. contact zone presidents inviting them to host an LWML district convention;
- C. update LWML district convention guidelines;
- 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.

Section 5 – Recording Secretary

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

- A. record the LWML district convention proceedings and meetings of the LWML district Board of Directors and LWML district Executive Committee;
- B. provide each member of the LWML district Board of Directors with a copy of the minutes of its meetings and the LWML district convention;
- C. provide each member of the LWML district Executive Committee with a copy of the minutes of its meetings and of the LWML district convention;
- D. receive credentials of delegates prior to the LWML district convention;
- E. provide a copy of the LWML district convention minutes to each delegate and to each society president via the Communications Coordinator;
- F. present a report to each meeting of the LWML district Executive Committee, LWML district Board of Directors and LWML district convention;
- G. mail copies of all minutes to the LWML President;
- H. prepare and file in the minutes book a record of current Standing Rules, listing all motions of continuing action adopted at meetings and conventions;

Section 5 – Recording Secretary (continued)

- I. serve as coordinator for Archivist Historian;
- J. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- K. maintain officer guidelines.

Section 6 – Financial Secretary

The Financial Secretary may perform the duties of the office of the President in the absence of 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, Scholarship Chairman and Registrar;
- 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.

Section 7 – Treasurer

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

- A. formulate a budget for the biennium to be approved by the district Executive Committee before being presented to the district Board of Directors;
- B. keep an itemized account of all receipts and disbursements;
- C. make payments as authorized by the district President;
- D. maintain a “Convention Fund,” the amount to be established by the LWML district Executive Committee;
- E. submit twenty-five percent (25%) or more of the mite offerings to the LWML at least four (4) times a year as authorized by the LWML district President;
- F. submit reports to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;
- G. submit records for professional compilation at the close of each fiscal biennium or with a change of officer during the biennium;
- H. be bonded for an amount determined by the LWML district Executive Committee at the expense of the LWML district;
- I. serve as coordinator for Ruth Armel Scholarship Chairman;
- J. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- K. maintain officer guidelines.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1

- A. A Nominating Committee of four (4) members shall be elected by ballot at each convention from a slate of candidates consisting of two (2) candidates representing each geographical region of the district.
- B. The candidate receiving the highest number of votes shall be the chairman.
- C. The chairman shall attend the LWML district Board of Directors Meetings as a voting member.
- D. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
- E. The district President shall appoint one additional member of the LWML district Executive Committee (who is continuing in office) to serve as a member of the Nominating Committee. This liaison shall vote only in the case of a tie vote of the elected members of the committee.
- F. Upon the completion of the slate, the president's appointee shall present in writing the names of qualified candidates for elected offices to the LWML district Executive Committee for approval.

Section 2

The Nominating Committee shall:

- A. receive suggested names of nominees for elective office from zones and societies;
- B. submit the names of at least two (2) candidates, for each elective office to be filled;
- C. select candidates for President who have served as a member of the LWML district Board of Directors;
- D. select candidates for the remaining offices who have served at the zone level and who are active in their societies;
- E. select two (2) candidates for Pastoral Counselor from the four (4) nominees chosen by the district LWML Executive Committee;
- F. obtain written consent of all candidates to serve if elected;
- G. submit a roster of candidates for elected offices to be published in the LWML Indiana District *Good News* prior to the LWML district convention;
- H. submit for publication in the convention manual a resume of each nominee for elected office;
 - I. prepare printed ballots with the names listed in alphabetical order;
- J. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- K. maintain committee guidelines.

Section 3

Additional nominations for elected officers may be made from the floor of the LWML district convention, provided written consent of the nominee to serve if elected has been secured and she meets the stipulated qualifications for office.

Section 4

The election of officers shall be as follows:

- A. the LWML district President, Vice President - Spiritual Resource Department, and Financial Secretary shall be elected at one LWML district convention;

Section 4 (continued)

- B. the LWML district Vice President – Missions, Vice President – Conventions and Communications, Recording Secretary, and Treasurer shall be elected at the following LWML district convention;
- C. a majority shall elect;
- D. 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.

Section 5

Elected officers shall assume their duties within sixty (60) days following the close of the LWML district convention at which they are elected.

Section 6

- A. In the event of the incapacity of the President, or other situation creating a vacancy in the office of President, the Vice President - Spiritual Resource Department shall fill the vacancy.
- B. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by an appointee of the LWML district Executive Committee.

ARTICLE VIII – SPECIAL APPOINTED OFFICERS

Section 1

The special appointed officers shall be Archivist-Historian, Circulation Manager, Communications Coordinator, Crisis Management Coordinator, Editor, Meeting Manager, Mission Trip Coordinator, Parliamentarian, Public Relations Director, and Webservant, all of whom are appointed by the LWML district President. They shall:

- A. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- B. be voting members of the LWML district Board of Directors, with the exception of the Parliamentarian and the Secretary to the President. The Parliamentarian shall attend meetings in an advisory capacity at the request of the President.

Section 2 – Archivist-Historian

The Archivist-Historian shall:

- A. gather and preserve records and other materials of historical significance to the LWML district;
- B. send the convention manual to the LWML Archivist-Historian following each district convention;
- C. prepare biennially a history of the activities of the LWML district and:
 - (1) keep one (1) copy for the LWML district files;
 - (2) send one (1) copy to the LWML Archivist-Historian;
 - (3) send copies to members of the LWML district Board of Directors;
- D. provide articles for display at the LWML district convention;
- E. send items with national significance to the LWML Archivist-Historian;
- F. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- G. be responsible to the Recording Secretary;
- 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.

Section 3 – Circulation Manager

The Circulation Manager shall:

- A. keep an up-to-date subscription list for the *Lutheran Woman's Quarterly*;
- B. forward all society orders and changes to the LWML district President, the district Financial Secretary and the national LWML office;
- C. verify payment of subscriptions with the President;
- D. advise societies of current cost of subscriptions and deadlines for increasing or decreasing number of subscriptions;
- E. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- F. be responsible to the Financial Secretary;
- 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. maintain officer guidelines.

Section 4 – Communications Coordinator

The Communications Coordinator shall:

- A. be a member of the Editorial Staff;
- B. maintain address and email distribution lists;
- C. notify the appropriate elected officers, appointed officers and zone presidents of change of address and/or new committee members that are added to the rosters;
- D. distribute the following LWML Indiana District communications:
 - (1.) *Good News*
 - (2.) forward news releases from LWML as requested by the President;
- E. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- F. be responsible to the Vice President – Conventions and Communications;
- 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. maintain officer guidelines.

Section 5 – Crisis Management Coordinator

The Crisis Management Coordinator shall:

- A. appoint two (2) qualified attendees to be on duty at LWML functions as requested by the District President;
- B. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- C. be responsible to the LWML District President;
- D. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- E. maintain officer guidelines.

Section 6 – Editor

The Editor shall:

- A. be a member of the Editorial Staff;
- B. solicit and gather stories and information, including district, zone and society news, reports of officers and committees, inspirational human interest stories, and progress reports of current mission grants;

- C. make final selection on the content of district publications;
- D. edit district publications;

Section 6 – Editor (continued)

- E. prepare district publications for printing and distribution;
- F. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- G. be responsible to the Vice President – Conventions and Communications;
- 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.

Section 7 – Meeting Manager

The Meeting Manager shall:

- A. contact congregations to host meetings of the LWML district Executive Committee, LWML district Board of Directors, and Spiritual Resource Department;
- B. coordinate with the contact person as to items needed for the meeting;
- C. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- D. be responsible to the District President;
- E. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to the office within sixty (60) days;
- F. maintain officer guidelines.

Section 8 – Mission Trip Coordinator

The Mission Trip Coordinator shall:

- A. seek out and promote Indiana district mission opportunities through various means of communication;
- B. coordinate the work of an assistant;
- C. recruit women from the LWML Indiana District to participate;
- D. recruit women to assist in coordinating these trips;
- E. promote the availability of the Short Term Mission Trip fund;
- F. be responsible to the Vice President – Missions;
- G. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- 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.

Section 9– Parliamentarian

The Parliamentarian shall:

- A. serve as advisor on parliamentary procedure to the LWML district President, officers and individual members upon request;
- B. present a report to each meeting of the LWML district Executive Committee, LWML district Board of Directors and LWML district convention;
- C. serve as coordinator for the Structure Committee;
- D. be responsible to the District President;
- E. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to the office within sixty (60) days;
- F. maintain officer guidelines.

Section 10– Public Relations Director

The Public Relations Director shall:

- A. be a member of the Editorial Staff;
- B. coordinate the work of an assistant;
- C. send news releases, both advance and follow-up stories, of LWML district conventions, retreats, and other events to:
 - (1) all appropriate LCMS and secular publications in the district;
 - (2) the news editor of the *Lutheran Woman's Quarterly*;
 - (3) the *Lutheran Witness, Indiana District News*;
- D. coordinate work with the LWML district Editor;
- E. plan and provide, on request, an LWML district display for LCMS District Conventions, Lutheran Laymen's League District Conventions, and other events;
- F. plan and provide an "LWML Store" of materials available for sale for LWML Indiana District events;
- G. be responsible for securing pictures of all LWML district events;
- H. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- I. be responsible to the Vice President – Conventions and Communication;
- J. be an ex-officio member of the LWML district Convention Committee;
- K. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- L. maintain officer guidelines.

Section 11 - Registrar

The Registrar shall:

- A. serve as registrar (pre-event only) for all district events that require advance registration;
- B. send list of convention delegates and their email addresses to the Communications Coordinator and the Recording Secretary;
- C. collect and deposit registration fees and notify the Financial Secretary and the Treasurer;
- D. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- E. be responsible to the Financial Secretary;
- F. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- G. maintain officer guidelines.

Section 12 – Webservant

The Webservant shall:

- A. be a member of the Editorial Staff;
- B. maintain the LWML district website;
- C. contact individuals who would have current information to post;
- D. update the website as new information is received;
- E. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- F. be responsible to the Vice President – Conventions and Communications;

- 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. maintain officer guidelines.

ARTICLE IX – PASTORAL COUNSELORS

Section 1

The Pastoral Counselors shall be the LCMS Indiana District Outreach Executive, one (1) LCMS campus minister of the district appointed by the President, and two (2) LCMS pastors who are serving in parish ministry, one of whom shall be elected at each LWML district convention.

Section 2

The Pastoral Counselors serving in parish ministry shall be elected by ballot at the LWML district convention to serve a term of four (4) years or until their successors are elected, and they shall not be eligible for immediate re-election. A pastor who has filled an unexpired term for two (2) years or less shall be eligible for election for one (1) term. A majority shall elect.

Section 3

The LWML district Executive Committee shall select four (4) nominees and submit their names to the LCMS District President for approval before the names are forwarded to the LWML district Nominating Committee. The Nominating Committee shall select two (2) candidates from the four (4) selected nominees and obtain the written consent of the nominees to serve if elected.

Section 4

The Pastoral Counselors shall:

- A. serve the LWML district in an advisory capacity;
- B. attend the LWML district conventions, meetings of the LWML district Board of Directors and LWML district Executive Committee as non-voting members;
- C. attend all committee meetings as assigned;
- D. attend LWML conventions as directed by the LWML district Executive Committee;
- 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 X – MEETINGS

Section 1

The district shall hold a convention biennially in even-numbered years for the purpose of being in God's Word, promoting Christian growth and fellowship and transacting business. The district shall conduct other events (workshops, seminars, retreats, etc.) as deemed necessary by the LWML district Board of Directors or as requested by the LWML. The LWML district Executive Committee is responsible for the convention business and program. All members of the LWML district may attend.

Section 2

Zones and societies shall be notified of dates and sites in the LWML district communications: the LWML Indiana District *Good News*, the President's email messages, and the website lwmlindiana.org

Section 3

The Vice President–Conventions and Communications shall contact zone presidents inviting them to host an LWML district convention.

- A. The LWML district President, or her representative, and the Vice President - Conventions and Communications, shall visit proposed convention sites.
- B. The LWML district Executive Committee shall approve the selected convention site.
- C. The host zones shall present an invitation to the LWML district convention two (2) years in advance.
- D. The LWML district Executive Committee shall determine the dates of the convention.
- E. The official call to convention shall appear in the Indiana District *LWML Good News* in the spring issue prior to the convention.

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1

The LWML district Executive Committee shall be the elected officers. The Pastoral Counselors and Parliamentarian shall be advisory members.

Section 2

- A. The LWML district Executive Committee shall meet at the call of the LWML district President. In case of an emergency, the committee may take action by mail, telephone, or electronic communication.
- B. Special meetings of the LWML district Executive Committee may be called by written request of four (4) voting members of the committee.
- C. Four (4) voting members shall constitute a quorum of the committee.

Section 3

The duties of the LWML district Executive Committee shall be to:

- A. transact the necessary business between meetings of the LWML district Board of Directors;
- B. approve invitations from zones to host a convention;
- C. determine dates of the convention;
- D. approve and supervise the program and business of the convention and the convention budget;
- E. determine the place of the convention when such a selection has not been made at convention;
- F. select four (4) nominees for Pastoral Counselors to be submitted to LWML district Nominating Committee;
- G. approve financial institutions for deposit of funds;
- H. determine the amount of the bonds for financial officers;
- I. arrange for insurance coverage for the benefit of the organization in such amount as the Committee deems advisable;
- J. fill vacancies occurring in elective or appointive offices, except in the office of President (See Article VII, Section 6);

- K. obtain a Certified Public Accountant to audit the books of the financial officers;
- L. approve the program and expenses of the Standing Committees;
- M. establish the amount to be maintained in the Convention Fund;
- N. approve the following appointed officers:
 - (1) Archivist-Historian
 - (2) Circulation Manager
 - (3) Communications Coordinator
 - (4) Crisis Management Coordinator
 - (5) Editor
 - (6) Meeting Manager
 - (7) Mission Trip Coordinator and assistant
 - (8) Parliamentarian
 - (9) Public Relations Director and assistant
 - (10) Registrar
 - (11) Webservant
 - (12) Standing Committee Chairmen and members
 - (a) Christian Life Committee
 - (b) Christian Outreach Committee
 - (c) Heart to Heart Committee
 - (d) Human Care Committee
 - (e) Leader Development Committee
 - (f) Mission Grants Committee
 - (g) Retreat Committee
 - (h) Ruth Armel Scholarship Committee
 - (i) Scholarship Committee
 - (j) Structure Committee
 - (k) Young Woman Representative Committee (YWR)
- O. meet at least once annually.

ARTICLE XII – BOARD OF DIRECTORS

Section 1

- A. The LWML district Board of Directors shall be the Executive Committee, appointed officers (with the exception of the Parliamentarian and Secretary to the President), Chairman of the Nominating Committee, and zone presidents.
- B. The Pastoral Counselors and the Parliamentarian shall be advisory members.
- C. When a zone president is unable to attend a meeting of the LWML district Board of Directors, any elected zone officer or appointed zone chairman or society president shall be authorized to attend as the zone's representative and shall have voice and vote. Notification of the representative's name and address shall be given to the district President.

Section 2

- A. The LWML district Board of Directors shall meet at the call of the President at least once annually.
- B. Special meetings of the LWML district Board of Directors may be called by written request of nine (9) voting members of the Board of Directors. Time and place for holding such meetings shall be determined by the President with the approval of the LWML district Executive Committee.

- C. In case of emergency, action may be taken by mail, telephone, or electronic communication.

Section 3

A majority of the members shall constitute a quorum.

Section 4

The LWML District Board of Directors shall:

- A. transact the business of the LWML district between conventions;
- B. consider recommendations, resolutions, and special appeals for presentation to the convention;
- C. carry out the business of the LWML district approved in convention;
- D. consider recommendations and resolutions of the district LWML Executive Committee;
- E. approve mission grant proposals for presentation to the convention;
- F. receive and take appropriate action on the application for membership and the granting of charters to societies;
- G. be informed of committee members:
 - (1) four (4) members to the Christian Life Committee
 - (2) four (4) members to the Christian Outreach Committee
 - (3) four (4) members to Heart to Heart Sisters Committee
 - (4) four (4) members to the Human Care Committee
 - (5) four (4) members to the Leader Development Committee
 - (6) four (4) members to the Mission Grants Committee to include the immediate past district President, and three (3) members representing the north, central, and south areas of the district
 - (7) four (4) members to the Retreat Committee
 - (8) two (2) members to Ruth Armel Scholarship Committee
 - (9) three (3) members to the Scholarship Committee
 - (10) two (2) members to the Structure Committee
 - (11) four (4) members to the Young Woman Representative Committee (YWR)

ARTICLE XIII – COMMITTEES AND DEPARTMENTS

Section 1

The Spiritual Resource Department shall consist of the Christian Life Committee, the Christian Outreach Committee, the Human Care Committee, the Leader Development Committee, the Retreat Committee, the Young Woman Representative Committee (YWR) and the Pastoral Counselors, with the Vice President - Spiritual Resource Department as coordinator.

Section 2 – Standing Committees

The Standing Committees of the LWML district shall be: Christian Life, Christian Outreach, Heart to Heart Sisters, Human Care, Leader Development, Mission Grants, Retreat, Ruth Armel Scholarship, Scholarship, Structure and Young Woman Representative. The committees not automatically chaired by an elected officer shall have the chairmen appointed by the LWML district Executive Committee. These chairmen shall be members of the LWML district Board of Directors and shall have the privilege to vote.

- A. The Standing Committee members shall serve a term of four (4) years, with the exception of the Retreat Committee, which serves two (2) years, or until their successors are appointed.
- B. Committee meetings may be called by the chairman in cooperation with her assigned coordinator on the LWML district Executive Committee.
- C. Meet at least once annually.

Section 2 – Standing Committees (continued)

- D. The Committees and their responsibilities shall be as follows:
 - (1) The **CHRISTIAN LIFE COMMITTEE**, consisting of the Chairman and four (4) members, shall:
 - (a) serve as a link among society, zone, and LWML Christian Life committees, sharing newsletters and special activities;
 - (b) forward original programs developed within the district to LWML Christian Resource Editors;
 - (c) emphasize and encourage in district, zone, and society use of LWML spiritual resources, the *Lutheran Woman's Quarterly*, and program materials;
 - (d) publicize the annual prayer service and encourage its use in zones and/or societies;
 - (e) plan and supervise district workshops, as requested by the LWML district Board of Directors;
 - (f) be acquainted with the resources that LWML provides on the website to assist societies and zones in finding program resources;
 - (g) submit Christian Life articles as assigned to the Editor of the LWML Indiana District *Good News*;
 - (h) follow the LWML Indiana District *Officers' Guidelines*;
 - (i) submit all plans for review by the Vice President - Spiritual Resource Department and subsequent approval by the LWML district Executive Committee;
 - (j) have the chairman report to each regular meeting of the LWML district Board of Directors and the district LWML convention;
 - (k) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (l) maintain officer guidelines.
 - (2) The **CHRISTIAN OUTREACH COMMITTEE** consisting of a chairman and four (4) members shall:
 - (a) serve as a link between the LWML Gospel Outreach Committee and zones and societies;
 - (b) promote learning and understanding of cultural differences and encourage multicultural relationships to effectively open doors to Christian witness;
 - (c) promote Christian Outreach activities of the LWML district along with LCMS Indiana District outreach;
 - (d) be a resource for Christian Outreach opportunities and information, and encourage and assist zones and societies to supply LWML Gospel Outreach materials in the community and beyond;
 - (e) maintain and promote a file of Christian Outreach resources and LWML Gospel materials for use in district functions;

- (f) offer to assist in planning district and zone workshops;
- (g) submit Christian Outreach articles as assigned to the editor of the LWML Indiana District *Good News*;
- (h) follow the LWML Indiana District *Officers' Guidelines*;
- (i) submit all plans for review by the Vice President - Spiritual Resource Department and subsequent approval by the LWML district Executive Committee;

Section 2 – Standing Committees (continued)

- (j) have the chairman report to each regular meeting of the LWML district Board of Directors and the LWML district convention;
 - (k) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (l) maintain officer guidelines.
- (3) The **HEART TO HEART SISTERS COMMITTEE** consisting of the Heart to Heart District Leader and four (4) members representing cultural diversity within our district shall:
- (a) serve as a link among society, zone and LWML Special Focus Ministries – Heart to Heart Sisters Committee;
 - (b) be aware and seek out opportunities to reach out to women of diversity in our district;
 - (c) recruit and train women in the district to serve in the Heart to Heart Sisters Program;
 - (d) assist in creating awareness and involvement of women in our district in the Heart to Heart Sisters Program at district and zone events;
 - (e) follow the LWML Indiana District *Officers' Guidelines*;
 - (f) submit articles and publicize information concerning Heart to Heart Sisters and opportunities for women of cultural diversity to be involved in society, zone and district events in the LWML Indiana District *Good News* and on the website: lwmlindiana.org;
 - (g) submit all plans for review by the Vice President - Spiritual Resource Department and subsequent approval by the LWML district Executive Committee;
 - (h) present a report at each meeting of the LWML district Board of Directors and LWML district convention;
 - (i) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (j) maintain officer guidelines.
- (4) The **HUMAN CARE COMMITTEE**, consisting of the chairman and four (4) members shall:
- (a) serve as a link among society, zone, and LWML Mission Servants Committee, sharing newsletters and special activities;
 - (b) promote Human Care projects of district, LWML, and the LCMS;
 - (c) be a resource for Human Care opportunities and information and encourage societies to adopt projects in the community and beyond;
 - (d) offer to assist in planning zone workshops;
 - (e) submit Human Care articles as assigned to the Editor of the LWML Indiana District *Good News*;

- (f) follow the LWML Indiana District *Officers' Guidelines*;
- (g) submit all plans for review by the Vice President – Spiritual Resource Department and subsequent approval by the LWML district Executive Committee;
- (h) have the chairman report to each regular meeting of the LWML district Board of Directors and the LWML district convention;

Section 2 – Standing Committees (continued)

- (i) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (j) maintain officer guidelines.
- (5) The **LEADER DEVELOPMENT COMMITTEE**, consisting of the chairman and four (4) members shall:
- (a) serve as a link among society, zone, and LWML Leader Development committees, sharing newsletters and special activities;
 - (b) encourage use of Leader Development materials at rallies, retreats, LWML district conventions, and in LWML district publications;
 - (c) conduct workshops and training sessions for LWML district and zone boards as requested;
 - (d) offer to assist in planning zone workshops;
 - (e) be aware of women's organizations in the district that are eligible but not affiliated with the LWML and be an encouragement to them in becoming a part of the LWML;
 - (f) maintain a file of Leader Development resource materials for use in LWML district functions and in providing assistance to member zones and societies;
 - (g) submit Leader Development articles as assigned to the Editor of the LWML Indiana District *Good News*;
 - (h) follow the LWML Indiana District *Officers' Guidelines*;
 - (i) submit all plans for review by the Vice President - Spiritual Resource Department and subsequent approval by the LWML district Executive Committee;
 - (j) have the chairman report to each regular meeting of the LWML district Board of Directors and the LWML district convention;
 - (k) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (l) maintain officer guidelines.
- (6) 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 areas of the district, 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) follow the LWML Indiana District *Officers' Guidelines*;

Section 2 – Standing Committees (continued)

- (h) have the chairman report to each regular meeting of the LWML district Board of Directors and LWML district convention;
 - (i) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (j) maintain officer guidelines..
- (7) The **RETREAT COMMITTEE** consisting of a chairman and four (4) committee members shall:
- (a) serve as a link among society and zones, sharing information about the upcoming LWML Indiana District Retreat;
 - (b) promote the LWML Indiana District Retreat in *Good News*, communications and the lwmlindiana.org website;
 - (c) submit articles as assigned to the Editor of the LWML Indiana District *Good News*;
 - (d) follow the LWML Indiana District *Officers' Guidelines*;
 - (e) offer to assist in planning zone retreats;
 - (f) submit all plans for review by the Vice President-Spiritual Resource Department and subsequent approval by the LWML district Executive Committee;
 - (g) shall serve for a term of two (2) years;
 - (h) have the chairman report to each regular meeting of the LWML district Board of Directors and the LWML district convention;
 - (i) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (j) maintain officer guidelines.
- (8) The **RUTH ARMEL SCHOLARSHIP COMMITTEE** consisting of the chairman and two (2) members shall:
- (a) publicize information concerning the scholarship in the LWML Indiana District *Good News* and on the website: lwmlindiana.org;
 - (b) provide application forms to zones and societies;
 - (c) follow the LWML Indiana District *Officers' Guidelines*;
 - (d) receive and evaluate applications to select recipients for approval by the LWML district Executive Committee;
 - (e) coordinate payment with the lodging facility;
 - (f) present a report to each meeting of the 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) maintain officer guidelines.

- (9) The **SCHOLARSHIP COMMITTEE**, consisting of the Chairman and three (3) members, one from each of the four geographical regions of the district, whose Pastoral Counselor shall be a Campus Minister of the district, shall:
- (a) alert members to opportunities to obtain scholarships toward tuition in an LCMS affiliated school (ministry, teaching, parish worker, deaconess, minister of music, director of Christian education);

Section 2 – Standing Committees (continued)

- (b) receive and evaluate applications to select recipients for approval by the LWML district Executive Committee;
 - (c) encourage contributions and memorials to the Scholarship Fund;
 - (d) provide “JOY” and “Memorial” cards for contributions to the Scholarship Fund;
 - (e) follow the LWML Indiana District *Officers’ Guidelines*;
 - (f) have the chairman report to each regular meeting of the LWML district Board of Directors and the 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) maintain officer guidelines.
- (10) The **STRUCTURE COMMITTEE**, consisting of the chairman and two members, shall:
- (a) study and review LWML district bylaws to determine need for amendment or revision;
 - (b) submit proposed amendments to LWML district Executive Committee and LWML district Board of Directors for approval;
 - (c) send proposed amendments to LWML Structure Committee Chairman in the number and manner requested for approval;
 - (d) submit approved proposed amendments to the LWML district convention for approval;
 - (e) distribute copies, after adoption of the amended bylaws, to the LWML district Board of Directors and societies, and to the LWML Structure Committee Chairman in the number and manner requested;
 - (f) request member zones and societies to send bylaws and proposed amendments to LWML district Structure Committee for approval;
 - (g) have the chairman report to each regular meeting of the LWML district Board of Directors and the district LWML convention;
 - (h) retain a copy of LWML, district, zone, and society bylaws;
 - (i) follow the LWML Indiana District *Officers’ Guidelines*;
 - (j) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
 - (k) maintain officer guidelines.
- (11) The **YOUNG WOMAN REPRESENTATIVE COMMITTEE (YWR)** consisting of the chairman and four (4) members shall:
- (a) be responsible to Vice President-Spiritual Resource Department;
 - (b) serve as a link among society, zone and LWML Special Focus Ministries Department – Committee on Young Women sharing newsletters and special activities;

- (c) publicize information concerning the program in the LWML Indiana District *Good News* and on the website: lwmlindiana.org;
- (d) prepare information concerning eligibility and an application form for Young Women Representatives applying to attend the LWML Indiana District Convention and/or the LWML Convention; distribute that information to all zones and societies in the district;
- (e) plan and conduct a program for zone YWRs attending the district convention;

Section 2 – Standing Committees (continued)

Note: YWR LWML Indiana District Convention

The district waives the registration fee for (1) YWR from each zone and supplies a YWR Pin for each YWR. The zone is responsible for all other expenses: meals, lodging, and transportation.

- (f) Review applications received from zone Presidents and choose two (2) Young Women as representatives to each LWML convention; one (1) from the North and one (1) from the South giving geographic representation in the district;
- (g) promote involvement of young women in society, zone, district and LWML activities and events;
- (h) offer to assist in planning district and zone activities to involve young women in LWML;
- (i) fulfill YWR convention responsibilities;
- (j) follow the LWML Indiana District *Officers' Guidelines*;
- (k) submit all plans for review by the Vice President-SRD and subsequent approval by the LWML district Executive Committee;
- (l) present a report at each meeting of the LWML district Board of Directors and LWML district convention;
- (m) keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- (n) maintain officer guidelines.

Section 3 – Special Committees

Special Committees shall be appointed by either the President, the LWML district Executive Committee, or the LWML district Board of Directors as necessary to carry out the work of the district, function only for the tasks assigned, and shall cease to exist once the tasks are completed. Special Committees, appointed by the President, shall include Minutes Review, Resolutions, and Tellers. The Convention Committee and others as deemed necessary shall be appointed by the LWML district Board of Directors. Duties of such committees shall be determined by the authorizing assembly. Special Committee tasks shall not duplicate those encompassed in the duties of elected or appointed officers.

ARTICLE XIV – MISSION GRANTS

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 Counselor 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.

ARTICLE XV – OFFICIAL PUBLICATION

Section 1

The official publication of the district LWML shall be called Indiana District *Good News* and will be made available electronically or by mail. It will be published quarterly by the Editor and put on the website: lwmlindiana.org by the Webservant.

Section 2

The purpose of the Indiana District *Good News* shall be to:

- A. promote the objectives of the LWML;
- B. inform the members of the activities of officers, committees and events.

Section 3

The Editor shall have editorial privileges.

Section 4

The voluntary subscription rate shall be determined by the LWML district Board of Directors.

ARTICLE XVI – FINANCES

Section 1

- A. Mite offerings in societies shall be gathered using the Mite Box or other means.

- B Such mite offerings shall be remitted to the LWML district Financial Secretary.
- C. The LWML district Treasurer shall remit twenty-five percent (25%) or more of such mite offerings to the LWML at least four (4) times a year for approved mission grants and administration expenses of the LWML.
- D. The LWML district shall retain seventy-five percent (75%) or less in its treasury for approved LWML Indiana District mission grants and administrative expenses of the LWML district.

Section 2

The expenses of meetings of the LWML district Executive Committee, LWML district Board of Directors, Committees, and other routine administrative expenses incurred in the management of the LWML district shall be paid from the treasury.

Section 3

The expenses of the LWML district officers and committee chairmen to attend LWML meetings by request shall be approved by the LWML district Executive Committee and paid from the treasury.

Section 4

The amount maintained in the Convention Fund is to be determined by the LWML district Executive Committee.

Section 5

Zones may take an offering, an expense-sharing fee, or both, at rallies and other functions as desired. Such moneys shall cover all expenses involved in each function with any surplus flowing into the zone treasury for general administrative expenses. Surplus funds, after all zone expenses or expected expenses have been met, may be sent to the LWML district Financial Secretary. All Mite Box offerings gathered at any zone function shall be submitted to the LWML district Financial Secretary.

Section 6

LWML district conventions shall be financed through a registration fee determined by the LWML district President, the Vice President - Conventions and Communications, the Treasurer, and the Convention Chairman, and approved by the LWML district Executive Committee.

Section 7

The amount of funds available for mission grants is to be submitted by the Treasurer for approval by the LWML district Board of Directors.

Section 8

Subscription contributions to the *Lutheran Woman's Quarterly* and donations to the Scholarship Fund shall be remitted to the LWML district Financial Secretary.

Section 9

LWML district retreats are to be financed through a registration fee submitted by the Retreat Committee Chairman for approval by the LWML district Executive Committee. Surplus funds after all retreat expenses have been met shall be sent to the LWML district Financial Secretary to be deposited in the general fund within 60 days of the retreat.

ARTICLE XVII – FISCAL YEAR

The fiscal year of the LWML district shall be from April 1 to March 31 inclusive.

ARTICLE XVIII – DISSOLUTION

In the event that this LWML district shall for any reason dissolve, all moneys, materials, files, goods, etc., shall revert to the LWML.

ARTICLE XIX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the LWML district in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Standing Rules, Guidelines, or Christian principles.

ARTICLE XX – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the LWML district convention. The proposed amendments shall have been approved by the LWML district Executive Committee and the LWML district Board of Directors, reviewed by the LWML Structure Committee, and published in the Indiana District *Good News* in an issue prior to the LWML district convention or in a mailing to the voting assembly. By unanimous vote a proposed amendment may be presented to the LWML district convention without prior notice.

A three-fourths (3/4) vote shall be required for adoption.

Adopted	1966		
Amended/Adopted	1972	Amended/Adopted	2004
Revised/Adopted	1980	Amended/Adopted	2006
Amended/Adopted	1984	Amended/Adopted	2010
Amended/Adopted	1988	Amended/Adopted	2012
Revised/Adopted	1992	Amended/Adopted	2014
Amended/Adopted	1996	Revised/Adopted	2016
Amended/Adopted	1998	Amended/Adopted	2018
Amended/Adopted	2002	Amended/Adopted	2020
		Amended/Adopted	2022