**LWML Indiana District**

**STANDING RULES**

**November 2023**

1. The mileage allowance shall be $0.30 per mile. (02-06-2021)
2. Mileage expense and lodging shall be allowed based on 1/4 room rate for one-time meeting of the Retreat Committee. (9-22-2012)
3. The Archivist-Historian shall maintain the files as needed, with expenses for mileage paid by the district. (9-22-2012)
4. A multi-guard insurance policy shall be provided by LWML (national). (9-22-2012)
5. The Circulation Manager will offer two (2) complimentary subscriptions of the *Lutheran Woman’s* *Quarterly* to new societies for the first year, and one (1) complimentary subscription for one (1) year to all societies who currently do not receive *Quarterlies*. They will receive these free subscriptions only if they notify the Circulation Manager before the deadline. After one year, the societies are encouraged to subscribe to at least one *Quarterly* at the going rate. (3-8-2019)
6. Mileage expense shall be paid for two (2) authorized meetings of the Vice President-Conventions and Communications, Communications Coordinator, Editor, Web Servant and Public Relations Director during the biennium to review roles, responsibilities and methods of communication. (9-27-2016)
7. The district shall pay the expenses of the district President or her Executive Committee representative for attending a meeting of each zone at least once during the biennium. (11-04-2023)
8. The Executive Committee shall decide the district identification for the LWML (national) conventions. (11-1-1984)
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)
10. All information for voting shall be provided in advance to convention delegates. (9-22-2012)
11. The sale of items for profit at convention booths shall be allowed, providing it supports a particular ministry as authorized by the Executive Committee. (10-21-1989)
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)
13. Expenses for Young Women Representatives (YWRs) to attend the LWML Convention shall include registration, housing, food, transportation, YWR pin, YWR photo and required activity. (3-8-2019)
14. The district President and the Vice President of Conventions and Communications shall sign the contract for the convention facilities. (7-30-2010)
15. The Recording Secretary is responsible for sending a card in the event of death of an Executive Committee member, past President, past Pastoral Counselor or his spouse. A memorial gift of $25 shall be given in their memory to the Scholarship Fund. (7-24-2014)
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)
19. The funds for *Engaging the Mission Field* grant are to be maintained at $6,000 with funds being taken from the operating fund at the beginning of each biennium. (6-30-2018)
20. Committees are to submit projected expenses to the EC by January 15 of biennial budget years for budgeting purposes. (8-25-2018)
21. The district may reimburse one quarter of a room up to $30, whichever is cheaper, per person for any trip that is more than 150 miles one-way. This applies to all appointed and elected officers and committee members for all Interdepartmental, Board of Directors, and Executive Committee meetings. (9/10/2022)