**Structure Chairman and Committee**

December 2018 Section 8A

**Bylaws: Article VIII, Section 1**

The special appointed officers shall be… Structure Committee Chairman, … **appointed by the LWML district President.** She shall:

1. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;

B be voting member of the LWML district Board of Directors.

**Section 2 – Standing Committees**

The Standing Committees of the LWML district shall be, ...Structure....**,** 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 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. The chairman of each standing committee shall keep notes and operational material pertinent to the responsibilities of the committee and forward them to her successor; maintain officer guidelines.

D 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 ~~c~~hairman 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; and

 (k) maintain officer guidelines.

**Standing Rules**:

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

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)

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.

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. Receive approval of the Executive Committee to call a meeting of the Structure Committee to review the LWML Indiana District Bylaws for the purpose of proposing amendments or revision, following LWML guidelines.

2. Review and approve Zone and Society Bylaws through email.

**District Convention:**

1. Prepare bylaw changes for printing in the convention manual.

2. Send copy of proposed amendment(s)/ revision to all member Societies, Zones, District Board members and delegates, using the most available and efficient method. Can be done by inclusion in the *Good News*

3. Present bylaw changes to the convention body.

4. Prepare and submit a written report of your office to the convention manual.

5. If requested, make an oral report to the convention body of the work for your office for the biennium.

**Amending District Bylaws:**

Proposed amendment(s)/revision(s) to District Bylaws must first be submitted to the (National) LWML Structure Committee for review.

Following Executive Committee and Board of Director approval:

1. Send copy of proposed amendment(s) / revision to all member Societies, Zones, and District Board members, using the most available and efficient method: Can be done by inclusion in the *Good News.*

2. Include copy of same in the mailing to all convention delegates /can be done by inclusion in the *Good News.*

3. Include copy of same in the convention manual (send to individual in charge of printing convention manual)

**Approving Zone Bylaws:**

1. Maintain a current file of Zone Bylaws.

2. Request a copy of new or revised bylaws via email in editable form from Zone President/Bylaw Chairman for review and approval.

3. Encourage Zones to review bylaws every four (4) years.

4. Supply each Zone with a copy of the “Guidelines for Writing Zone Bylaws and Sample Bylaws for Zones.” from (national) LWML.

5. Compile reviews of committee members and return to Zone Bylaws Chairman with approval if there is no conflict with (national) LWML or LWML Indiana District Bylaws.

6. Request a final copy for District files, noting date and adoption.

**Approving Society Bylaws:**

1. Follow steps 1 – 6 substituting “Society” for “Zone” with the addition of “Zone Bylaws” to #5.

2. Review bylaws of other organizations which include some aspect of the LWML, offering suggestions only. No approval can be granted since LWML has no jurisdiction over them.

**Files:**

Maintain a file of current District, Zone and Society LWML Bylaws and (national) LWML Bylaws, together with Bylaws resource materials.

**Other:**

1. Have copies of current District Bylaws available to distribute upon request.

2. Upon receiving from the District Recording Secretary new or up-dated Standing Rules, be sure all Board of Directors, the Parliamentarian and the Counselors have the current information as well as anyone else needing that information.