LUTHERAN WOMEN'S MISSIONARY LEAGUE
INDIANA DISTRICT

BYLAWS

2026

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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 District) of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS). The 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; and
d. to take charge of, hold, and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization.

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ARTICLE III – MEMBERS

Section 1 - Groups

a. A woman who is a communicant member of an LCMS congregation is eligible for membership as an individual or in a local group.
b. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as groups.
c. One (1) or more groups affiliated with the District from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit for the purpose of representation at LWML conventions.
d. LWML groups formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in an LCMS congregation shall make application to the District for recognition as groups.

Section 2 - Individual Membership

a. Individual membership is available to a woman in an LCMS congregation with or without a group affiliated with the District. Individual membership is not considered a group or a unit, nor does it confer voting privileges at the District or LWML level.
b. Request for recognition of membership shall be processed by the President with approval of the Board of Directors.

ARTICLE IV – ORGANIZATION

Section 1 – Zone

Zones shall be formed by the District. Each zone shall consist of groups within a convenient geographical area, LCMS circuit lines preferred. A request for variation in boundaries shall be submitted to the 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; and
c. sponsoring at least one (1) gathering each year.

Section 2 – District

a. The District shall hold a convention biennially in the even-numbered years, at a place determined by the Executive Committee, for the purpose of transacting the business of the District. All members of the District may attend.
b. Convention sites shall be determined four (4) years in advance.
c. The voting assembly of the District convention shall be**:**
   (1) voting members of the Board of Directors (See Article XII**,** Section 1a.);
   (2) two (2) accredited delegates from each unit;
   (3) past presidents of the 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.
f. The names of the accredited unit delegates and alternates shall be in the hands of the Recording Secretary by the requested deadline.
g. A majority of the registered convention delegates shall constitute a quorum.
h. It shall be the duty of the delegate(s) to attend all business meetings of the convention and provide a report to her group.

Section 3 – LWML

a. LWML conventions are held in the odd-numbered years, according to the LWML Bylaws.
b. The President shall attend as a voting member of the LWML Presidents Assembly. Should she be unable to attend, an elected 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 Zone President shall provide the President with the names of 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 group 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 District may attend.

Section 4
The LCMS Indiana District shall counsel and advise the District.

Section 5
Each group and each zone shall write its own bylaws which shall conform to the objects and basic principles of the LWML Articles of Incorporation and the District Bylaws. These bylaws and all subsequent proposed amendments shall be submitted to the District Structure Chairman for approval as outlined in the *District Procedures Manual* before being presented to the membership for adoption.

ARTICLE V - OFFICERS AND ELECTIONS

Section 1
The elected officers shall be:
President
Vice President of Christian Life
Vice President of Gospel Outreach
Vice President of Communication
Vice President of Conventions
Recording Secretary
Financial Secretary
Treasurer

Section 2
a. The elected officers shall be elected by ballot at the 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.
b. The election of officers shall be as follows:
   (1) the President, Vice President of Christian Life, Vice President of Communication, and Financial Secretary shall be elected at one convention;
   (2) the Vice President of Gospel Outreach, Vice President of Conventions, Recording Secretary, and Treasurer shall be elected at the following convention;
   (3) A majority vote shall elect; and
   (4) 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 3
Elected officers shall:
a. assume their duties at the close of the convention in which they are elected. Outgoing officers shall transfer pertinent material of their responsibilities to their successor within sixty (60) days of the convention;
b. report to each meeting of the Executive Committee, Board of Directors, and convention;

c review and update responsibilities of their office in the *District Procedures Manual;* and
d perform other duties as set forth in the *District Procedures Manual* and as requested by the President.

Section 4

a. In the event of the incapacity or other situation creating a vacancy in the office of President, the Vice President of Christian Life 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 Executive Committee.
c. In the event a vacancy occurs in the office of Pastoral Counselor, the position shall be first offered to the pastor who was on the ballot at the last convention, but not selected. If he chooses not to accept the position, the Executive Committee in consultation with the LCMS Indiana District President shall fill the vacancy.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – President

The President shall:

a. preside at conventions of the District and at all meetings of the Executive Committee and the Board of Directors;
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 convention delegates, Board of Directors, and Executive Committee;
e. appoint non-elected personnel, chairmen, and committee members with the approval of the Executive Committee;
f. sign contracts for the convention, retreat, and any other needs; and
g. be a member of the LWML Presidents Assembly. Should she be unable to attend, an elected 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.

Section 2 – Vice President of Christian Life

The Vice President of Christian Life 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 the coordinator for the Christian Life Department; and
b. be the coordinator for Interdepartmental meetings.

Section 3 – Vice President of Gospel Outreach

The Vice President of Gospel Outreach 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;
b. prepare the mission grants ballot for the convention;
c. report to the Executive Committee and Board of Directors on the progress of each adopted mission grant until completion; and
d. in emergencies be authorized to sign checks for the Treasurer.

Section 4 - Vice President of Communication

The Vice President of Communication:

a. perform the duties of the office of the President in the absence of or at the request of the President; and
b. shall be the coordinator for the Communication Department.

Section 5 – Vice President of Conventions

The Vice President of Conventions 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 the coordinator of the Convention Committee;
b. contact Zone Presidents inviting them to host a District convention no less than four years in advance;
c. sign convention related contracts with the President;
d. assist in the preparation of the convention budget with the Convention Co-Chairmen, President, Registrar, and other appointed personnel as requested;
e. follow and update Convention Committee Guidelines; and
f. be the coordinator for the District's involvement with the LWML convention as requested by the President.

Section 6 – Recording Secretary

The Recording Secretary shall:

a. record the convention proceedings and meetings of the Executive Committee and Board of Directors;
b. provide each member of the Executive Committee and Board of Directors with a copy of their meeting minutes and minutes of the convention;
c. receive credentials of delegates prior to the convention;
d. provide a copy of the convention minutes to each delegate and to each group president via the Communication Coordinator;
e. provide copies of all minutes to the LWML President;
f prepare and file in the minutes book a record of current Standing Rules, listing all motions of continuing action adopted at meetings and conventions;
g. maintain a record of zone officers and membership statistics by zone; and
h. update the *District Procedures Manual.*

Section 7 – Financial Secretary

The Financial Secretary shall:

a. receive all moneys and deposit into the proper accounts in financial institutions approved by the Executive Committee;
b. keep an itemized account of all receipts; and
c. be bonded for an amount determined by the Executive Committee at the expense of the District.

Section 8 – Treasurer

The Treasurer shall:

a. prepare a budget for the biennium to be approved by the Executive Committee before being presented to the Board of Directors;
b. keep an itemized account of all receipts and disbursements;
c. make payments as authorized by the President;

d. maintain a convention fund with the amount established by the 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 President;
f. submit records for a professional compilation at the close of each fiscal biennium or with a change of officer during the biennium; and
g. be bonded for an amount determined by the Executive Committee at the expense of the District.

ARTICLE VII – NOMINATIONS

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, if possible, representing each geographical region of the District. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
b. The candidate receiving the highest number of votes shall be the chairman.
c. The chairman shall be a voting member of the Board of Directors.
d. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

Section 2

The Nominating Committee shall:
a. receive names of nominees for elective office from zones and groups;
b. submit the names of at least two (2) candidates, if possible, for each elective office to be filled;
c. select candidates for President who have served as a member of the Board of Directors;
d. select candidates for the remaining offices who have served at the zone level and who are active in their groups;
e. select two (2) candidates for Pastoral Counselor from the four (4) nominees selected by the Executive Committee;
f. obtain written consent of all nominees to serve if elected;
g. submit a roster of candidates for elective offices to be published in the District newsletter prior to the convention;
h. submit for publication in the convention manual a biography of each candidate for elective office; and
i. prepare convention ballots for the election of officers and counselors with the names in alphabetical order for each office.

Section 3

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

ARTICLE VIII – APPOINTED PERSONNEL

Section 1

The appointed personnel shall be Archivist-Historian, Circulation Manager, Communication Coordinator, Crisis Management Coordinator, Editor, Meeting Manager, Mission Trip Coordinator, Parliamentarian, Public Relations Director, Registrar, and

Webservant. All are appointed by the President and approved by the Executive Committee. They shall:

a. serve a term of two (2) years or until their successors are appointed, and be eligible for reappointment;
b. be voting members of the Board of Directors, with the exception of the Parliamentarian;
c. report to each meeting of the Board of Directors and convention;
d. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor of the office within sixty (60) days; and
e. review and perform other duties as outlined in the *District Procedures Manual*.

Section 2 – Archivist-Historian

The Archivist-Historian shall:

a. gather and preserve records and other materials of historical significance to the District;
b. send the convention manual to the LWML Archivist-Historian following each convention;
c. send items with national significance to the LWML Archivist-Historian; and
d. be responsible to the Recording Secretary.

Section 3 – Circulation Manager

The Circulation Manager shall:

a. keep an up-to-date subscription list for the *Lutheran Woman's Quarterly;*
b. notify groups of current cost of subscriptions and deadlines for increasing or decreasing number of subscriptions; and
c. be responsible to the Financial Secretary.

Section 4 – Communication Coordinator

The Communication Coordinator shall:

a. maintain address and email distribution lists; and
b. be responsible to the Vice President of Communication.

Sectio 5 – Crisis Management Coordinator

The Crisis Management Coordinator shall:

a. appoint two (2) qualified attendees to be on duty at District functions as requested by the President; and
b. be responsible to the President.

Section 6 – Editor

The Editor shall:

a. gather news and reports of officers and committees, edit, and distribute newsletter; and
b. be responsible to the Vice President of Communication.

Section 7 – Meeting Manager

The Meeting Manager shall:

a. contact congregations to host Executive Committee, Board of Directors, and Interdepartmental meetings; and
b. be responsible to the President.

Section 8 – Mission Trip Coordinator

The Mission Trip Coordinator shall:

a. promote mission opportunities developed by LCMS Indiana District congregations or Recognized Service Organizations of the LCMS;
b. promote the availability of the Short Term Mission Trip Fund; and
c. be responsible to the Vice President of Gospel Outreach.

Section 9 – Parliamentarian

The Parliamentarian shall:

a. be an advisor on parliamentary procedure to the President, officers, and individual members upon request;
b. attend meetings of the Executive Committee, Board of Directors, and convention, at the request of the President;
c. print convention ballots prepared by the Nominating Committee for the election of officers and counselors with the names in alphabetical order for each office;
d. print convention ballots prepared by the Vice President of Gospel Outreach for the selection of mission grants by the convention delegates; and
e. supervise tellers at the convention.

Section 10 – Public Relations Director

The Public Relations Director shall:

a. send news releases, both advance and follow-up stories, of District conventions, retreats, and other events to:
   (1) appropriate LCMS publications in the District;
   (2) the news editor of the *Lutheran Woman's Quarterly;* and
   (3) the *Lutheran Witness, Indiana District News;*
b. plan and provide a display for LCMS District conventions, Lutheran Laymen's League District conventions, and other events upon request by the President;
c. provide an LWML store of materials available for sale for District events; Webservant;
e. be an ex-officio member of the District Convention Committee; and
f. be responsible to the Vice President of Communication.

Section 11 – Registrar

The Registrar shall:

a. send a list of convention delegates and their email addresses to the Communication Coordinator and the Recording Secretary;
c. notify the Financial Secretary and Treasurer of registration fees collected and deposited for District events except convention fees;
d. notify the Convention Treasurer of registration fees collected and deposited for convention; and
e. be responsible to the Financial Secretary.

Section 12 – Webservant

The Webservant shall:

a. maintain the District social media and website;
b. update the social media and website with information approved by the Vice President of Communication; and

c. be responsible to the Vice President of Communication.

ARTICLE IX – PASTORAL COUNSELORS

Section 1

a. The Pastoral Counselors shall be two (2) LCMS active or retired pastors within the District.
b. The LCMS Indiana District Outreach Executive shall serve as an advisor to the Mission Grants Committee.
c. One (1) campus minister in the LCMS Indiana District shall be appointed by the President and be an advisor to the Scholarship Committee.

Section 2

a. The Pastoral Counselors shall be elected by ballot at the convention to serve a term of four (4) years or until their successors are elected, and shall not be eligible for immediate re-election.
b. One (1) counselor shall be elected at each convention. The newly elected Counselor shall assume his duties at the close of the convention in which he is elected.
c. A pastor who has filled an unexpired term for two (2) years or less shall be eligible for election for one (1) term.
d. A majority vote shall elect.

Section 3

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

Section 4

The Pastoral Counselors shall:

a. serve the District in an advisory capacity;
b. attend District conventions and meetings of the Board of Directors and Executive Committee as non-voting members;
c. prepare devotions, Bible studies, and worship services as requested;
d. prepare the worship program for convention;
e. attend committee meetings as assigned by the President;
f. attend LWML conventions as directed by the Executive Committee. On a rotating basis, one counselor will attend one convention, the other counselor at the following convention. He will be seated with the District delegation at LWML conventions serving as a non-voting member; and

ARTICLE X – MEETINGS

Section 1

The District shall:

a. 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; and
b. conduct other events (workshops, seminars, retreats, etc.) as deemed necessary

by the Board of Directors or as requested by the LWML.

Section 2
Zones and groups shall be notified of dates and sites in the District newsletter, the President's email messages, and on the website.

Section 3
a. In case of emergency or time sensitivity as determined by the President, voting by mail, by telephone, or by electronic communication may be utilized by the Executive Committee, Board of Directors, or any of the committees.
b. A majority of the total members of the Board of Directors or committee shall constitute a quorum. A quorum of the Board of Directors or committee must respond for a vote to take place.

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1
The Executive Committee shall be the elected officers. The Pastoral Counselors and Parliamentarian shall be advisory members.

Section 2
a. The Executive Committee shall meet at the call of the President.
b. The Executive Committee shall meet at least four (4) times annually.
c. Special meetings of the Executive Committee may be called by request of four (4) voting members of the committee.
d. Five (5**)** voting members shall constitute a quorum of the committee.

Section 3
The Executive Committee shall:
a. transact the necessary business between meetings of the Board of Directors;
b. approve 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. approve convention site;
f. select four (4) nominees for Pastoral Counselors to be submitted to the 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 Executive Committee deems advisable;
j. fill vacancies occurring in elected and appointed positions, except in the office of President (See Article V, Section 4a.);
k. obtain a professional to provide a compilation of the Treasurer's books;
l. approve the programs and expenses of the Standing Committees;
m. establish the amount to be maintained in the Convention Fund;
n. approve the personnel appointed by the President; and
o. approve committee chairmen and committee members appointed by the President.

ARTICLE XII – BOARD OF DIRECTORS

Section 1

a. The voting members of the Board of Directors shall be the Executive Committee**,** appointed personnel (with the exception of the Parliamentarian), 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 Board of Directors, any elected zone officer, appointed zone chairman, or group 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 President.

Section 2

a. The Board of Directors shall meet at the call of the President at least once annually.
b. Special meetings of the 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 Executive Committee.

Section 3

A majority of the members shall constitute a quorum.

Section 4

The District Board of Directors shall:

a. transact the business of the District between conventions;
b. consider recommendations, resolutions, and special appeals for presentation to the convention;
c. carry out the business of the District approved in convention;
d. consider recommendations and resolutions of the Executive Committee;
e. approve mission grant proposals for presentation to the convention delegates;
f. approve the mission goal;
g. approve proposed bylaw amendments or revisions before presentation to the convention delegates;
h. receive and take appropriate action on applications for membership and the granting of charters to groups; and
i. be informed of committee members approved by the Executive Committee.

ARTICLE XIII – DEPARTMENTS AND STANDING COMMITTEES

Section 1 - Departments

The departments shall be Christian Life, Communication, Conventions, and Gospel Outreach with each department being coordinated by a Vice President. The coordinator shall be an ex-officio member of the committees in the department.

Section 2 – Standing Committees

The Standing Committees shall be Christian Life, Gospel Outreach, Heart to Heart – Sisters of All Nations, Leader Development, Mission Grants, Mission Servants, Retreat, Ruth Armel Scholarship, Scholarship, Structure, and Young Woman Representative**.**

Section 3 - Chairmen

The committees not automatically chaired by an elected officer shall have the chairmen appointed by the President and approved by the Executive Committee. These chairmen shall:

a. serve a term of two (2) years or until their successors are appointed, and may be eligible for one (1) reappointment;
b. be voting members of the Board of Directors;
c. serve as coordinators of continuing programs and activities of the District and correlate to standing committees of the LWML;
d. report to each meeting of the Board of Directors and the convention;
e. call a committee meeting at least annually with assigned Executive Committee member;
f. submit an article pertaining to their committee to the Editor as requested;
g. keep notes and operational material pertinent to the responsibilities of the chairman and committee and forward to the successor within sixty (60) days; and
h. perform other duties as outlined in the *District Procedures Manual.*

Section 4 – Committee Members

Standing committee members shall:

a. serve a term of two (2) years or until their successors are appointed, and may be eligible for one (1) reappointment;
b. encourage and equip women to reach out in love; and
c. be appointed by the President with the approval of the Executive Committee.

Section 5 – Committee Responsibilities

The committees and their responsibilities shall be:

a. The **Christian Life Committee**, consisting of the chairman and up to four (4) members, shall:
    1. direct throughout the District the Christian Life program which is to stimulate the study of God's Word and deepen the spiritual life of its members;
    2. make available material to groups and zones for use in planning devotions, workshops, and retreats;
    3. submit all program plans for review by the Vice President of Christian Life and subsequent approval by the Executive Committee; and
    4. serve as a link among group, zone, and LWML Christian Life committees, sharing newsletters and special activities.
b. The Gospel **Outreach Committee**, consisting of a chairman and up to four (4) members, shall:
    1. encourage and equip women to share the Gospel with all people;
    2. provide materials that will help Christians proclaim the Good News;
    3. provide materials and suggestions to encourage greater mission awareness and participation among the women of the District; and
    4. submit all program plans for review by the Vice President of Gospel Outreach and subsequent approval by the Executive Committee**.**
c. The **Heart to Heart – Sisters of All Nations Committee,** consisting of the Heart to Heart – Sisters of All Nations District Leader and up to four (4) members representing cultural diversity within our District, shall:

1. encourage women of diverse ethnic backgrounds who attend District LCMS congregations to become active participants in LWML;
2. be responsible for the Heart to Heart – Sisters of All Nations program at the Convention;
3. be intentional in seeking out women of different ethnicities to encourage them in their faith walk; and
4. submit all plans for review by the Vice President of Gospel Outreach and subsequent approval by the Executive Committee.

d. The **Leader Development Committee**, consisting of the chairman and up to four (4) members, shall:
   1. provide materials and training to enable each member to increase skills for leadership;
   2. create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase the membership within their groups; and
   3. submit all plans for review by the Vice President of Christian Life and subsequent approval by the Executive Committee.

e. The **Mission Grants Committee**, consisting of the Vice President of Gospel Outreach as chairman, the immediate Past District President, three (3) members representing the north, central, and south areas of the District, and the LCMS Indiana District Outreach Executive as advisor, shall
   1. research and evaluate mission grant proposals within the Indiana District or with a connection with the Indiana District;
   2. choose mission grants to be placed on the convention ballot in accordance with District guidelines;
   3. determine, with Executive Committee approval, the method of presenting mission grant proposals to the convention delegates;
   4. prepare convention ballots for the selection of mission grants in alphabetical order for the convention delegates; and
   5. immediately after convention notify all who submitted mission grants of the status of their mission grant proposals.

f. The **Mission Servants Committee,** consisting of the chairman and up to four (4) members, shall:
   1. alert members to opportunities and challenges for human care in the church, community, and the world;
   2. encourage active participation and provide material and suggestions for human care programs; and
   3. submit all plans for review by the Vice President of Christian Life and subsequent approval by the Executive Committee**.**

g. The **Retreat Committee**, consisting of a chairman and up to four (4) committee members, shall:
   1. plan a District retreat for fellowship and spiritual life;
   2. promote the retreat through the District newsletter, social media, and website; and
   3. submit all plans for review by the Vice President of Christian Life and subsequent approval by the Executive Committee.

h. The **Ruth Armel Scholarship Committee,** consisting of the chairman, the treasurer, and one other (1) member, shall:
   1. publicize information concerning the scholarship in the District newsletter and on the website;

2. provide application forms to zones and groups; and
3. receive and evaluate applications to select recipients for approval by the Executive Committee**.**

i. The **Scholarship Committee,** consisting of the chairman and three (3) members, one from each of the four (4) geographical regions of the District and a Campus Minister as advisor in the District, shall:
   1. inform members of opportunities to obtain scholarships in an LCMS affiliated school for full-time students going into church work;
   2. receive and evaluate applications to select recipients for approval by the Executive Committee;
   3. encourage contributions and memorials to the Scholarship Fund; and
   4. provide JOY and Memorial Cards for contributions to the Scholarship Fund**.**

j. The **Structure Committee,** consisting of the chairman and two (2) members, shall:
   1. review the District Bylaws to determine need for amendment or revision;
   2. submit the proposed changes to the Executive Committee and Board of Directors for approval;
   3. send an electronic copy of proposed changes to LWML Structure Committee Chairman for approval;
   4. submit approved proposals to the convention delegates for adoption;
   5. request zones and groups to send bylaws and proposed amendments to the Structure Committee for approval; and
   6. retain a copy of District, zone, and group bylaws.

k. The **Young Woman Representative Committee,** consisting of the chairman and up to four (4) members, shall:
   1. be responsible to Vice President of Christian Life;
   2. promote involvement of young woman in group, zone, District, and LWML activities and events;
   3. fulfill Young Woman Representative convention responsibilities;
   4. submit all plans for review by the Vice President of Christian Life and subsequent approval by the Executive Committee**.**

Section 6 – Special Committees

a. Special Committees shall be appointed by the President, and approved by either the Executive Committee or the 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.
b. Special Committees may include, but not be limited to, Minutes Review, Resolutions, and Tellers.
c. The Convention Committee Co-Chairmen are appointed by the Executive Committee and approved by the Board of Directors.
d. Duties of such committees shall be determined by the authorizing assembly.
e. Special Committee tasks shall not duplicate those encompassed in the duties of elected or appointed personnel.

ARTICLE XIV – MISSION GRANTS

Section 1

a. Mission grant proposals within the Indiana District or with a connection to the Indiana District may be submitted by District members, groups, zones, or by the LCMS Indiana District.

b. Proposals for consideration as a mission grant shall include the signatures required in the guidelines for submitting mission grant proposals.
c. The requested number of copies of the proposal written in resolution form must be submitted.
d. Proposals for all mission grants, after receiving written approval of the Zone President in which the proposed mission grant is located or to which it is connected, shall be submitted to the Vice President of Gospel Outreach by the requested deadline.

Section 2

a. The Vice President of Gospel Outreach shall present the mission grant proposals to the LCMS Indiana District Outreach Executive for evaluation.
b. Mission grants are adopted by the convention delegates.

Section 3

a. Funds voted for a mission grant must be distributed or put into use within one (1) fiscal biennium or be reallocated. The Executive Committee may extend the time for one (1) biennium in case of extenuating circumstances.
b. All disbursements shall be approved by the President.
c. Funds shall be presented directly to the recipient or through designated LCMS Indiana District channels.
d. In the event that changes in mission grant plans arise, the Executive Committee shall be authorized to act, either in a meeting, or by mail, or electronic communication.
e. No mission grant shall necessitate permanent subsidy.
f. No mission grant shall cover deficits in the LCMS Indiana District treasury.
g. Mission grants voted shall not exceed available funds.

ARTICLE XV – OFFICIAL PUBLICATION

The official publication of the District shall be called *Good News* and will be available electronically. It will be published quarterly by the Editor and posted on the website by the Webservant. The *Good News* shall promote the objects of the LWML and inform the members of the activities of officers, committees, and events.

ARTICLE XVI – FINANCES

Section 1

a. Mite offerings in groups and zones shall be gathered using the Mite Box or other means.
b Such mite offerings shall be remitted to the Financial Secretary in a timely manner.
c. The 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 District shall retain seventy-five percent (75%) or less in its treasury for approved mission grants and administrative expenses of the District.

Section 2

The expenses of meetings of the Executive Committee, Board of Directors, committees, and other administrative expenses incurred in the management of the District shall be paid from the operating fund.

Section 3
The amount maintained in the Convention Fund is determined by the Executive Committee.

Section 4
a. Zones may take an offering, an expense-sharing fee, or both, at gatherings and other functions. Such moneys shall cover all expenses involved in each function with any surplus flowing into the zone treasury for general administrative expenses.
b. Surplus funds, after all zone expenses or expected expenses have been met, may be sent to the Financial Secretary.

Section 5
District conventions shall be financed through a registration fee determined by the President, the District Treasurer, the Vice President of Conventions, and the Convention Committee Co-Chairmen, and approved by the Executive Committee.

Section 6
The amount of funds available for mission grants is submitted by the Treasurer for approval of the Executive Committee and then the Board of Directors.

Section 7
Subscription fees to the *Lutheran Woman's Quarterly* and contributions to designated funds, such as Scholarship, Delegate Assistance, Special Gifts, etc. shall be remitted to the Financial Secretary.

Section 8
Retreats are to be financed through a registration fee submitted by the Retreat Committee Chairman for approval of the Executive Committee**.** The Financial Secretary receives all the income for the retreat.

ARTICLE XVII – FISCAL YEAR

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

ARTICLE XVIII – EMERGENCY ACTION

In the event of any prevailing conditions, such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the Executive Committee shall have the authority to determine, by a two-thirds (2/3) vote, whether the convention shall or shall not be held. The vote may be taken by mail or electronic communication.

In the event the convention is not held, the Executive Committee shall have the authority to implement a procedure for conducting the routine convention business. Such procedure shall be approved by the Board of Directors, and the vote may be taken by mail or electronic communication.

ARTICLE XIX – DISSOLUTION

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

ARTICLE XX – PARLIAMENTARY AUTHORITY

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

ARTICLE XXI – AMENDMENTS

Section 1 – Process and Vote Necessary for Adoption

a. These Bylaws may be amended by a two-thirds (2/3) vote of the delegates present and voting at the convention. The proposed amendments shall have been presented for approval to the Executive Committee and the Board of Directors, and published in the District newsletter in an issue prior to the convention or sent by electronic communication to the convention delegates.
b. By unanimous vote a proposed amendment may be presented to the convention delegates without prior notice. A three-fourths (3/4) vote shall be required for adoption.

Section 2 – Review by LWML Structure Committee

a. The required number of copies of these Bylaws and all amendments or revisions shall be submitted to the LWML Structure Committee for review before being presented to the District membership for adoption.
b. Upon adoption by the District, the required number of copies shall be submitted to the LWML Structure Committee for filing.

Adopted	1966
Amended/Adopted	1972
Revised/Adopted	1980
Amended/Adopted	1984
Amended/Adopted	1988
Revised/Adopted	1992
Amended/Adopted	1996
Amended/Adopted	1998
Amended/Adopted	2002
Amended/Adopted	2004
Amended/Adopted	2006
Amended/Adopted	2010
Amended/Adopted	2012
Amended/Adopted	2014
Revised/Adopted	2016
Amended/Adopted	2018
Amended/Adopted	2020
Amended/Adopted	2022
Revised/Adopted	2024
Amended/Adopted	2026