

BYLAWS

Lutheran Women's Missionary League of St. Paul Evangelical Lutheran Church
Fairmont, Minnesota

ARTICLE I – NAME

The name of this society shall be the Lutheran Women's Missionary League (here after referred to as LWML) of St. Paul Evangelical Lutheran Church, Fairmont, Minnesota, of the Blue Earth Zone in the Southwest Conference of the Minnesota South District Lutheran Women's Missionary League (District LWML), affiliated with the national Lutheran Women's Missionary League (here after referred to as the national LWML), and The Lutheran Church – Missouri Synod (LCMS).

ARTICLE II – OBJECT

The purpose of this society is to carry on a God-pleasing program of knowledge, service and charity; to assist the congregation in its undertakings; to support the missions and charitable institutions of our church in general and the program of the LWML in particular; to promote and cultivate Christian fellowship; and to grow spiritually.

ARTICLE III – MEMBERS

- Section 1: A woman who is a communicant member of St. Paul Evangelical Lutheran Church, Fairmont, Minnesota is eligible for membership in this society.
- Section 2: Women wishing to join this society shall announce their intention to the President. This may be done through any member of the society. Each new member shall be given a copy of the Bylaws by the President.
- Section 3: The membership of this society shall be divided into Circles. Circles may be added or discontinued by consent of the society. Eligible women of the congregation may also become Members-at-Large by attending the society meeting without belonging to a Circle.
- Section 4: Members who have reached the age of 75 years may become honorary members of the society. The honorary member shall continue to pay dues, including zone dues and/or district's equalization. Society dues shall be optional. Honorary members do have a vote and can hold office in the society.
- Section 5: Any member desiring to resign may do so by reporting her intention to the President of the society or to her Circle Chairman, who in turn shall report to the keeper of the roll – the Secretary of the society.
- Section 6: Members on leave of absence from a Circle may be relieved of all obligations except payment of zone dues and district equalization until they are reinstated. A leave of absence shall not exceed a period of one (1) year. An entire Circle shall not be granted a leave of absence from the society, nor be granted the right to become inactive, except by consent of the society.

ARTICLE IV – OFFICERS

SECTION A - OFFICERS AND ELECTED COMMITTEES

1. The officers of this society shall be President, Vice President, Secretary and Treasurer.

2. The elected committees are the Ways and Means Committee, consisting of six (6) elected members; and the LWML Zone Delegates consisting of two (2) members.
3. The officers and elected committees shall perform their duties as specified in the St. Paul LWML Handbook.

SECTION B - DUTIES OF OFFICERS AND ELECTED COMMITTEES

1. The President shall:
 - a. preside at the meetings, bring business matters before the society, keep order at the meetings, call all motions, appoint tellers for the ballot vote, and monitor the implementation of all resolutions of the society;
 - b. preside over all meetings of the Executive Board;
 - c. attend the January Zone Delegate Board Meeting as a nominating committee member;
 - d. be an ex-officio member of all committees, except the Nominating Committee;
 - e. perform additional duties the society may prescribe.
2. The Vice President shall:
 - a. preside and carry out all responsibilities of the President in her absence or at her request;
 - b. serve as Christian Life (facilitate Christian education within our society) and Servant Resources Chairman;
 - c. be responsible for compiling the information for the St. Paul LWML Handbook and make sure of its printing and distribution;
 - d. contact all Appointed Committee members prior to the Nominating Committee meeting to verify their desire to remain on their respective committees;
 - e. chair the Nominating Committee (which consists of Vice-President, Secretary and Treasurer, the President of each circle, representative of the Members-at-Large, one (1) representative from the Ways and Means, and one (1) LWML Zone Delegate);
 - f. perform additional duties the society may prescribe.
3. The Secretary shall:
 - a. record meeting proceedings, including the Executive Board, in a permanent file;
 - b. report all incoming society correspondence to the society.
 - c. facilitate society correspondence;
 - d. record the minutes of the Executive Board meetings and present them together with the minutes of the regular meetings of the society to the society;
 - e. call the roll at each meeting;
 - f. provide copies and minutes for distribution to each Circle;
 - g. perform additional duties the society may prescribe.
4. The Treasurer shall:
 - a. collect dues from the Circles and the Members-at-Large;
 - b. collect zone dues and district equalization annually and remit to the Zone Treasurer in November;
 - c. manage the Society funds and disburse to its specifications;
 - d. report receipts and disbursements at each monthly meeting;
 - e. prepare a Fiscal Year Report in July in a form designated by the Society;
 - f. order "The Lutheran Woman's Quarterly";
 - g. perform additional duties the society may prescribe.

5. The Ways and Means Committee shall:
 - a. plan designated Society and Executive projects;
 - b. solicit volunteers to implement projects;
 - c. one senior member shall serve as chairman and two senior members as assistants;
 - d. perform additional duties the society may prescribe.

6. The LWML Zone Delegates shall:
 - a. attend the two (2) Zone Delegate Board meetings each year;
 - b. attend the Spring and Fall Zone Rallies as voting delegates and report to the Society;
 - c. serve as the Society's Communications Chairman (send news releases of local Society events to local media) and the Society's Archivist/Historian (gather and preserve records and other materials of historical significance to the Society);
 - d. inform the society of all LWML events and distribute the Quarterlies;
 - e. perform additional duties the society may prescribe.

SECTION C - NOMINATIONS AND ELECTIONS

1. The Vice-President, Secretary and Treasurer and the President of each circle, representative of the Members-at-Large, and one (1) representative from the Ways and Means, and one (1) LWML Zone Delegate shall constitute the nominating committee. The Nominating Committee shall attempt to secure two (2) candidates for an LWML Zone Delegate, President and Treasurer and five (5) candidates for the Ways and Means Committee in the odd numbered years; and an LWML Zone Delegate, Vice President and Secretary and five (5) candidates for the Ways and Means Committee in the even numbered years.
2. The term of office for President, Vice President, Secretary and Treasurer shall be for two (2) years or until a successor is elected.
3. The term of office for Ways and Means and LWML Zone Delegates shall be for two (2) years or until a successor is elected. The Ways and Means shall consist of six (6) members with three (3) members elected each year. One (1) new LWML Zone Delegate shall be elected each year.
4. An officer is eligible for one re-election and cannot succeed herself in office.
5. The officers and elected committees shall be elected in November, installed in December and begin their term in January.
6. Before voting begins, the President shall appoint a committee of tellers, consisting of three (3) members, who will pass out the ballots, count the votes, and report the vote to the President. The first named member shall act as chairman of the tellers.
7. All elections shall be by ballot unless there is only one (1) candidate per office in which case a voice vote may be taken. If a candidate for an office does not receive a majority of votes on the first ballot, the two (2) highest only shall be candidates on the second ballot. Ballots are cast until a majority is reached.
8. The Circles may elect the officers they deem necessary. They shall hold their elections at their November meetings. Members-at-Large shall designate a contact person.

SECTION D - VACANCIES

The Executive Board shall fill all vacancies by appointment.

ARTICLE V – MEETINGS

This organization shall meet 12 times a year. A quorum shall be the members in attendance at a meeting.

ARTICLE VI – REPRESENTATION AT RALLIES/CONVENTIONS

Section 1: Zone and District

All members of this society may attend zone Rallies and have the privilege of voice as stipulated in the zone bylaws. All members of this society may attend the District LWML conventions, held biennially in even numbered years. The society's LWML Zone Delegate(s) and alternate(s) shall be elected to represent this society and vote at the District conventions.

Section 2: National

This society is represented at conventions of the national LWML through the Zone LWML delegate.

ARTICLE VII – EXECUTIVE BOARD

Section 1: There shall be an Executive Board consisting of the following: President, Vice President, Secretary, Treasurer and one (1) representative from the Ways and Means Committee and one (1) LWML Zone Delegate, the chairman or a representative of each circle and a representative of the Members-at-Large.

Section 2: The Executive Board shall serve to promote the harmony, advancement and improvement of the society and study special problems; transact necessary emergency business between regular meetings of the society provided a representative is present from each Circle and from the Members-At-Large. Special meetings of the Executive Board may be called by the President of the society or by four (4) members of the Executive Board when and as often as necessary.

ARTICLE VIII – STANDING COMMITTEES

Section A: Appointed Committees

1. The Appointed Committees of this society shall be:
 - a. Mite Box Chairman
 - b. Wedding Advisory/Wedding Equipment Maintenance
 - c. Wedding/Anniversary/Open House Reception Advisory
 - d. Silver Service and Punch Bowl Committee
 - e. Altar Guild
 - f. New Member Calling
 - g. Kitchen Committee
 - h. Funeral Service Committee
 - i. Devotions at Methodist Home
 - j. Calling/Shut-In List Book
 - k. College Student Coordinators
 - l. Meals on Wheels

Appointments for vacancies shall be made by the President prior to the following calendar year. An appointed committee member is eligible to serve an unlimited number of terms. Non-LWML members may serve on any appointed committee.

2. Special Committees and their Chairmen are appointed by the President and shall serve until the committee has completed its duties. Special committees are: Bylaws, Financial Review, and any other deemed necessary.

Section B: Appointed Committees are listed in the Society's LWML booklet.

Section C: There may be other committees formed as the Society deems necessary to carry on the work of the St. Paul LWML.

ARTICLE IX – FINANCES

Section 1: The dues of this society shall be determined at the November meeting payable to the Society Treasurer by the Treasurers of the Circles who shall collect the assigned society and zone dues and equalization from their respective members and individually from the Members-at-Large.

Section 2: Mite Box offerings will be gathered and submitted monthly to the Minnesota South District LWML Financial Secretary.

Section 3: The financial records of the Society shall be reviewed at the end of each calendar year by the Financial Review Committee.

Section 4: The fiscal year shall be July 1 through June 30.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, shall govern the proceedings of this society in all cases to which they are applicable and in which they are consistent with these Bylaws, Standing Rules and Christian charity.

ARTICLE XI – AMENDMENTS

These LWML Bylaws may be amended by two-thirds vote with previous notice and after being reviewed by the District Bylaws Committee.

ARTICLE XII – DISSOLUTION

In the event this Society shall be dissolved, all assets shall become the property of St. Paul Evangelical Lutheran Church, Fairmont, Minnesota.

Formation of Ladies Aid:	January 31, 1904
Charter Date of LWML Society:	August 1945
Name changed to LWML of St. Paul's Lutheran Church:	November 1986
Name changed to LWML of St. Paul Evangelical Lutheran Church:	January 2010
Date of Adoption of Bylaws:	1986/Rev.3/92, 1/96, 7/99, 1/2005, 6/2010