

STANDING RULES

Lutheran Women's Missionary League of St. Paul's Lutheran Church
Fairmont, Minnesota
Revised 2010
(revised every five years)

- Section 1: Regular meetings of this society shall be held monthly on the first Thursday of each month in the evenings. If necessary, the Executive Board has the authority to decide upon a substitute date. Each Circle and Members-at-Large are expected to have a representative present at each meeting.
- Section 2: The Executive Board shall meet at least quarterly. Each Circle, Members-at-Large, Ways and Means and LWML Zone Delegate is to be represented at the Executive Board Meetings by its chairman, her representative, or a contact person.
- Section 3: Special meetings of the society may be called by a two-thirds vote of the Executive Board. Notifications of such special meetings shall be published in the Sunday Messenger (bulletin) of St. Paul Evangelical Lutheran Church.
- Section 4: Suggested Order of Meetings:
A. Call to Order.
B. Devotions.
C. Bible study or topic approved by one (1) of the pastors.
D. Business meeting.
- Section 5: At each society meeting the Circle in charge of devotions and topic/Bible study shall be responsible for distribution of hymnals, Bibles, etc.
- Section 6: The Circle that chooses an outside speaker shall be responsible for all expenses incurred by doing so.
- Section 7: At each society meeting the lunch shall be served by a designated Circle or Members-at-Large. Lunch shall consist of one (1) item and coffee. Donations received for lunch shall be given to LWML mite offerings. (10/02)
- Section 8: Because the printed minutes are distributed to the Circles and Members-at-Large, the reading of the minutes shall be omitted unless specifically requested by majority vote.
- Section 9: Everyone attending the society meeting shall register at each meeting.
- Section 10: A memorial of \$10.00 shall be given at the death of an active or honorary member; the Circle chairman or Member-at-large contact person shall notify the society Treasurer when a death occurs. (Rev. 4/92, 1/2005)
- Section 11: Silverware, dishes, kitchen equipment, silver service, and wedding equipment shall not be taken out of the church building except for equipment used for the fair stand.
- Section 12: The Bylaws and Standing Rules shall be reviewed and, if necessary, revised every five (5) years. Additional copies of the Bylaws and Standing Rules can be found in LWML cabinet. (Rev. 4/92, 1/2005, 6/2010)
- Section 13: Each Circle shall notify the church office regarding scheduling its meeting for placement on the church calendar.
- Section 14: Each Circle shall have a Bible study or a topic for spiritual edification at each of its regular meetings.

- Section 15: The Executive Board shall meet at least quarterly 30 minutes prior to the society meeting.
- Section 16: Circles and Members-at-large are encouraged to have their own projects. They are requested not to embark on projects which would isolate them in aim or effort from the general purposes of the society.
- Section 17: Monies raised by or given to a Circle or Members-at-large may be spent as they desire up to the amount of \$75.00. Expenditures of greater than \$75.00 must meet with the approval of the general assembly of the society. (Rev. 4/92)
- Section 18: Ways & Means shall report on the Ham Supper at the October LWML Executive Board Meeting and regular LWML Meeting with any recommended changes and those changes shall be voted on in November.
- Section 19: Whether or not to have the Ham Supper will be voted on in November at circle meetings with the results reported at the January society meeting (Rev. 4/92, 1/96, 6/2010)
- Section 20: This society will assume financial responsibility for the weekly Sunday service broadcast on KSUM when private individuals or groups do not request sponsorship. (4/92)
- Section 21: This society will make yearly contributions in the amount of \$150.00 to Concordia Seminary (St. Louis, MO) Student Emergency Fund, \$150.00 to Concordia University (St. Paul, MN) Public Relations/Food Shelf Fund, \$150.00 to Concordia Theological Seminary (Fort Wayne, IN) Food Bank and \$50.00 monthly to Concordia Seminary (St. Louis, MO) Adopt-a-Student Program. (4/92, 7/2005, 8/2005).
- Section 22: A special Mite offering will be collected at the LWML Christmas observance at the direction of the Mite Box Chairperson and/or the LWML Zone Delegate(s). (4/92)
- Section 23: This society will participate in the following mission/social concern projects: (1) Meals on Wheels; (2) Coffee Hour at Lakeview Methodist Health Care Center; (3) Lutz Wing birthday party. (4/92, 6/2010)
- Section 24: District Equalization fees will be paid by the LWML Treasurer based on the total number of active and honorary members. All members are encouraged to reimburse the treasury through the Circle/Member-at-Large system. (4/92)
- Section 25: This society will provide the Altar Guild with \$300 every January. (4/92, Rev. 1/96, Rev. 2006)
- Section 26: This society will provide camperships in May for St. Paul's youth participants in Camp Omega programs. Monies will be divided equally among qualified applicants with no individual campership amount larger than \$50.00. Camperships are given one (1) time only to an individual. (4/92)
- Section 27: All major expenditures over \$500.00 go back to the Circles and Members-at-Large for a ballot vote. (1/2005)
- Section 28: A majority present at any meeting has the privilege of deciding whether or not a matter is major enough to be sent back to the Circles for a ballot vote. All minor matters will be voted on by voice vote or a show of hands unless any member present requests a ballot vote.
- Section 29: The society will pay the convention registration fee, lodging and meals of LWML Zone Delegates at the District LWML convention. (1/96)