

Lutheran Women’s Missionary League
 Gulf States District Bylaws
 The Lutheran Church—Missouri Synod

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ARTICLE I – NAME

The name of this organization shall be the Lutheran Women’s Missionary League Gulf States District (hereinafter referred to as District), a subordinate organization of the Lutheran Women’s Missionary League (hereinafter referred to as LWML), which is an integrated auxiliary of The Lutheran Church--Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II – OBJECT

The object of this organization shall be:

- a. to develop and maintain a greater mission consciousness among the women of the District through mission education, mission inspiration, and mission service.
- b. to gather funds for mission grants, either directly sponsored or approved by LCMS Boards or LCMS District Presidents, especially those for which no adequate provision has been made in LCMS or LCMS District budgets.
- c. to foster and support the program of LWML; 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.

ARTICLE III – STRUCTURE

The District is that part of the Southern District of the LCMS which includes Alabama, Southern Mississippi, and Northwest Florida. The Southern District LCMS shall give guidance to the District.

Section 1

The District is composed of individual women and women’s LWML groups within congregations of the LCMS Southern District, on campuses, in resident homes, or in other settings.

Section 2

The District is organized into Zones which consist of individual women and women’s LWML groups from LCMS congregations in their geographical areas. Zones shall conform to LCMS circuit lines where possible.

Section 3

The District shall organize the groups into Zones which shall:

- a. promote the object of the LWML and provide opportunities for Christian fellowship.
- b. elect delegates for the purpose of representation at the biennial convention of the LWML; and
- c. serve as rally centers and host District Conventions.

Section 4

Groups are assigned to Zones within a geographical area by the District Board of Directors; LCMS circuit lines are preferred. Requests for reassignment may be submitted, in writing, to the Board of Directors.

Section 5

Each group and Zone shall write its own bylaws, which shall conform with the articles on object, members, representation at National Convention and parliamentary authority, as found in the LWML Articles of Incorporation and Bylaws. These bylaws, and all subsequent proposed amendments, shall be submitted in triplicate to the District President and Vice President of Organizational Resources for approval by the Organizational Resources Committee before being presented to the membership for adoption. A copy of the adopted bylaws shall be filed with the Vice President of Organizational Resources.

ARTICLE IV – MEMBERS

Section 1

- 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 LWML groups.
- c. One (1) or more LWML group 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 a group.
- e. Individual membership is available to a woman in an LCMS congregation with or without a group affiliated with LWML. Individual membership is not considered an LWML group or a unit, nor does it confer voting privileges at the District or LWML level.
- f. Request for recognition of membership shall be processed by the District Vice President of Organizational Resources with approval of the District Executive Committee and/or the Board of Directors.

ARTICLE V – CONVENTIONS AND REPRESENTATION

Section 1 – District

- a. A convention for the purpose of transacting the business of the District shall be held biennially in the even-numbered years, preferably in the spring, at a site determined in a prior convention.
- b. District representation shall be as follows.

1. One (1) of the Zones shall host the convention and shall extend the invitation, to the District President, by January 1 of the even-numbered year.
- c. Convention sites shall be determined by the convention body two (2) years in advance.
- d. The Board of Directors shall determine the dates of the convention.
- e. The official call to the convention shall appear in the fall issue of *Gulf States Glad Tidings* in the odd-numbered years.
- f. The voting assembly of the District Convention shall be:
 1. one (1) elected delegate from each group; and
 - a. each elected delegate shall have an elected alternate.
 2. voting members of the Board of Directors.
 - a. If a Zone President is unable to serve in her capacity, she will appoint an alternate who will be authorized to attend as the Zone Representative, and shall have voice and vote, but shall not be considered a member of the Board of Directors.
 3. past Presidents of the District who are currently members of the LWML
 4. a member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited. A majority of the voting assembly shall constitute a quorum.
- g. Delegate certification
 1. The groups shall send the names of the delegates and alternates to the District Convention to the District Recording Secretary thirty (30) days prior to the convention.
 2. In the event neither the delegate nor the alternate can serve, a member of the same unit may serve as delegate, upon certification in writing, by the Zone President and presentation to the District Recording Secretary.

Section 2 – National

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a place determined in a prior convention. District representation shall be as follows.

- a. Districts may authorize one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units, or major fraction thereof as of January 1 preceding the convention.
- b. Delegates may vote in only one (1) capacity and proxy votes are prohibited.
- c. Each certified delegate shall have a certified alternate when possible.
- d. Zone Presidents shall send the names of their elected delegate and alternate to the District President for certification as delegates to the LWML Convention immediately following their fall rally, in even-numbered years. The District administration treasury shall pay travel and registration for the delegates to the LWML Convention.
- e. The District President shall send the names of the certified delegates and alternates to the LWML Recording Secretary by the requested date in odd-numbered years.
- f. In the event neither the delegate nor the alternate can serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary.
- g. All members of the District may attend as guests.

- h. The District President is a voting member of the LWML President’s Assembly. If she is unable to attend, any elected District officer may attend in her place and have voice, but not vote.

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1

The elected officers shall be:

- President
- Vice President of Christian Life
- Vice President of Communication
- Vice President of Gospel Outreach
- Vice President of Organizational Resources
- Vice President of Special Focus Ministries
- Recording Secretary
- Financial Secretary
- Treasurer

Section 2

- a. The elected officers shall be elected by ballot at the District Biennial Convention to serve for a term of four (4) years, or until their successors are elected. They shall be eligible for re-election to the same office for one (1) term of four years, either consecutively or at a later time. The newly elected officers shall assume their duties at the close of the convention at which they are elected.
- b. The election of officers shall be as follows.
 - 1. The President, Vice President of Organizational Resources, Vice President of Special Focus Ministries, and Financial Secretary shall be elected in one (1) convention.
 - 2. The Vice President of Christian Life, the Vice President of Communication, the Vice President of Gospel Outreach, Recording Secretary and Treasurer shall be elected in the following convention.
 - 3. A majority vote shall elect.
 - 4. In the event there are three (3) or more candidates for office and a majority vote have 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. This procedure shall be continued until one (1) candidate has received a majority vote.
 - 5. The retiring Financial Secretary and the Treasurer shall, within sixty (60) days following the election, turn over to their successors all materials pertaining to their offices. All other officers shall, within thirty (30) days following the election, turn over to their successors all material pertaining to their offices.
 - 6. If the newly elected officer is currently a voting member (i.e. Zone President) of the District Board of Directors they will have to step down from that position.
 - 7. The meeting to remove any officer from office shall be a closed meeting.

Section 3

- a. In the event a vacancy occurs in the office of President, the Vice President of Organizational Resources shall assume the office.
- b. In the event a vacancy occurs in any other elective office or appointive position, such vacancy shall be filled by appointment of the Executive Committee and approved by the Board of Directors.

Section 4

Any officer may be removed from office prior to the expiration of her term of office by the Board of Directors by a vote of three-fourths (3/4) of all members of the Board; provided that the members of the Board (including the individual officer involved) shall be notified at least two (2) days prior to the Board meeting in the event any such action is contemplated and the individual officer involved shall be afforded the opportunity to be heard at such meeting.

ARTICLE VII – DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at the convention of the District and at all meetings of the Board of Directors and Executive Committee.
- b. appoint departmental committees, appointed officers, appointed personnel, and special committees, with the approval of the Executive Committee.
- c. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of checks.
- d. be an ex-officio member of all departments and committees, except the Nominating Committee.
- e. be responsible for the execution of resolutions passed by the convention body, Board of Directors, and Executive Committee.
- f. give or send a summary of Executive Committee meetings to members of the Board of Directors.
- g. present a report to District Convention, including activities of the Board of Directors.
- h. transfer all official records to the successor in office within thirty (30) days following the date of change; and
- i. represent the District as a voting member at LWML Conventions and LWML Presidents Assembly meetings.

Section 2

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 coordinator of the Christian Life Department.
- b. report to the Board of Directors and Executive Committee.

- c. prepare a report for the convention, including department activities; and
- d. perform other duties in the Procedural Manual and as requested by the President.
- e. transfer all official records to the successor in office within thirty (30) days following the date of change.

Section 3

The Vice President of Communication 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 coordinator of the Communication Department.
- b. report to the Board of Directors and Executive Committee.
- c. prepare a report for the convention, including department activities; and
- d. perform other duties in the Procedural Manual and as requested by the President.
- e. transfer all official records to the successor in office within thirty (30) days following the date of change.

Section 4

The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence of, at the request of, the President and shall:

- a. be coordinator of the Gospel Outreach Department.
- b. Administer mission grant proposals and scholarship applications.
- c. Oversee the disbursements of grants and scholarships.
- d. report to the Board of Directors and Executive Committee including a report on the progress of each adopted mission grant until its completion.
- e. prepare a report for the convention, including department activities.
- f. perform other duties in the Procedural Manual and as requested by the President; and
- g. transfer all official records to the successor in office within thirty (30) days following the date of change.

Section 5

The Vice President of Organizational Resources may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. in the event of an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors and Executive Committee. (See Article VI, Section 3.1)
- b. be coordinator of the Organizational Resources Department.
- c. report to the Board of Directors and Executive Committee.
- d. be authorized to sign checks for the Treasurer in an emergency.
- e. prepare a report for the convention, including department activities.
- f. perform other duties in the Procedural Manual and as requested by the President; and
- g. transfer all official records to the successor in office within thirty (30) days following the date of change.

Section 6

The Vice President of Special Focus Ministries 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 coordinator of the Special Focus Ministries.
- b. report to the Board of Directors and the Executive Committee.
- c. prepare a report for the convention, including department activities.
- d. encourage women of all ages and ethnic backgrounds to be Jesus' hands and feet in our communities.
- e. equip/Provide resources of knowledgeable, biblical, direct assistance and comfort to others.
- f. supervise and coordinate Special Focus needs at the District Convention/Events; and
- g. perform other duties in the Procedural Manual and as requested by the President.
- h. transfer all official records to the successor in office within thirty (30) days following the date of change.

Section 7

The Recording Secretary shall:

- a. record the District Convention proceedings and meetings of the Board of Directors and Executive Committee.
- b. provide each member of the Board of Directors, the LWML President, Archivist/Historian, and the office of the Southern District LCMS, with a copy of the minutes of board meetings within thirty (30) days of the meetings and of the conventions within sixty (60) days of the conventions.
- c. provide each member of the Executive Committee with a copy of the minutes of its meetings within thirty (30) days of the meetings.
- d. mail a Delegate Certification Form to each group by November 1st, the year prior to the District Convention, together with a memo requesting the form be returned no later than February 5th on the convention year.
- e. compile and be responsible for the printing of the District Convention Manual.
- f. provide a copy of the District Convention minutes to each delegate within sixty (60) days of the convention.
- g. present a report to the District Convention; and
- h. transfer all official records to the successor in office within thirty (30) days following the date of change.

Section 8

The Financial Secretary shall:

- a. receive all monies and deposit them in a financial institution (member of FDIC or FSLIC) approved by the Executive Committee.
- b. keep an itemized account of all receipts.
- c. sends a deposit report to the District Treasurer.
- d. submit quarterly reports to the Board of Directors.
- e. notify groups by October 31, of the current year, the amount due the District for copies of the *Quarterly* they will receive the following year.

- f. present a financial report to the District Convention.
- g. submit records for financial review at the close of each fiscal year and with the change of officer; and
- h. transfer all official records and funds to the successor in office within sixty (60) days following the date of change.

Section 9

The Treasurer shall:

- a. receive a deposit report from the District Financial Secretary.
- b. keep an itemized account of all disbursements.
- c. make payments for expenses as authorized by the District President.
- d. make payments for adopted mission grants as authorized by the District President.
- e. submit quarterly reports to the Board of Directors.
- f. be responsible for the preparation of the mission goal budget with the assistance of the President, for consideration by the Board of Directors at its regular meeting closest to the District Convention.
- g. present the mission goal budget to the convention voting body for consideration and adoption.
- h. present a financial report to the District Convention.
- i. submit records for financial review (or professional audit if a fee is paid) at the close of each fiscal year and with change of officer; and
- j. transfer all records and funds to the successor in office within sixty (60) days following the date of change.

ARTICLE VIII – NOMINATIONS

Section 1

- a. A Nominating Committee of three (3) members shall be elected by ballot at each District Convention from a slate of five (5) candidates from at least five (5) Zones. A member of the Nominating Committee is not eligible to serve consecutive terms. Plurality vote shall elect.
- b. The candidate receiving the highest number of votes shall be the Chairperson and shall be a non-voting member of the District Board of Directors.
- c. A vacancy on the Nominating Committee shall be filled by the candidate receiving the next highest number of votes.

Section 2

The Nominating Committee shall:

- a. receive nominations for elective offices from groups and Zones by October 31 of the odd-numbered years.
- b. submit the names of at least two (2) candidates, who have served at the zone level and are active in their group, for each elective office to be filled for the biennium.

- c. submit the names of five candidates for the Nominating Committee.
- d. receive names of pastors for nominations for Pastoral Counselor from zone presidents no later than eight (8) weeks prior to the regular fall meeting of the District Board of Directors in the odd-numbered year.
- e. submit the names of nominees for Pastoral Counselor to the President of the Southern District LCMS for approval.
- f. present the names for Pastoral Counselor to the District Board of Directors who shall elect no more than four (4).
- g. submit the names of two (2) candidates for Pastoral Counselor for ballot from the nominees elected by the District Board of Directors.
- h. obtain written consent of all nominees to serve, if elected.
- i. submit the complete slate of candidates to *Gulf States Glad Tidings* for inclusion in the issue published closest to the District Convention; and
- j. prepare ballot listing candidates for each office in alphabetical order.

Section 3

Additional nominations for elective offices, except that of Pastoral Counselor, may be made from the floor of the convention. The written consent of the nominee, if elected, shall have been secured.

ARTICLE IX – APPOINTED PERSONNEL

Section 1

The Appointed Personnel shall be:

Archivist-Historian

Editor of *Gulf States Glad Tidings*

Meeting Manager

Parliamentarian

Public Relations Chairperson

Secretary to the President

Any other special appointment deemed necessary by the President

Section 2

The Appointed Personnel shall:

- a. be members of the Gulf States District.
- b. be appointed by the President, with the approval of the District Board of Directors and be responsible to the President.
- c. serve a term of two (2) years and be eligible for reappointment; and
- d. attend meetings of the District Board of Directors, in an advisory capacity, without vote.

Section 3

The Archivist-Historian shall:

- a. write a history of the activities of the District for the biennium.
- b. gather and preserve records and other materials of historical significance to the District; and
- c. report to the District Board of Directors and the District Convention.

Section 4

The Editor shall be responsible for the publication of *Gulf States Glad Tidings*.

Section 5

The Meeting Manager shall perform duties as defined by the President

Section 6

The Parliamentarian shall serve as adviser on parliamentary procedure upon request.

Section 7

The Public Relations Coordinator shall:

- a. gather news of the LWML and District and publicize it to the members of the church-at-large and the public.
- b. serve in an advisory capacity to the District by developing publicity promoting LWML goals and actions.
- c. encourage appointment of a public relations director in each zone.
- d. submit news of District events to publications such as *Spirit of Southern*, especially pre-convention and post-convention, pre-seminar, and post-seminar, etc.; and
- e. report to the District Board of Directors and the District Convention.

Section 8

The Secretary to the President shall perform duties as defined by the President.

ARTICLE X – BOARD OF DIRECTORS

Section 1

The Board of Directors shall be composed of the elected officers and zone presidents all of whom shall have voice and vote. The Pastoral Counselors and appointed officers shall be advisory members. The immediate past president shall be an advisory, non-voting member for one (1) year.

Section 2

- a. Regular meetings of the Board of Directors shall be held no less than two (2) times per year at the call of the President (preferably once in spring and once in fall).
- b. A pre-convention meeting shall be held in the convention city.
- c. Special meetings of the Board of Directors shall be called by written (including electronic message) request of five (5) voting board members. Time and place for holding such

meetings shall be determined by the President, with the approval of the Executive Committee.

- d. In case of an emergency, action may be taken by phone or electronic messaging and verified in writing by mail or fax.

Section 3

A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 4

The 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. conduct the business of the District which was approved in convention.
- d. elect no more than four (4) candidates for Pastoral Counselor to be submitted to the Nominating Committee.
- e. ratify membership of groups and individual members.
- f. determine and approve the mission goal budget.
- g. determine the place of the convention when such selection has not been made at a convention.
- h. ratify the program of the convention and approve the convention budget; and
- i. ratify Executive Committee appointments to fill vacancies in elective or appointive offices, except in the office of President.

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1

The voting members of the Executive Committee shall be the District elected officers. The Pastoral Counselors shall be advisory members.

Section 2

- a. The Executive Committee shall meet at the call of the District President. The meeting may be conducted by mail, telephone, or electronic messaging.
- b. Special meetings of the Executive Committee may be called by written (or electronic messaging) request of four (4) voting members of the committee.

Section 3

Four (4) voting members shall constitute a quorum of the Executive Committee.

Section 4

The Executive Committee shall:

- a. transact the necessary business between meetings of the District Board of Directors.

- b. plan the program of the District Convention and create the convention budget.
- c. approve the financial institutions for deposit of funds.
- d. approve appointed officers, committee appointments, and special appointed personnel.
- e. fill vacancies occurring in the elective or appointive offices, with the approval of the Board of Directors, except the office of President; and
- f. review proposed bylaws and amendments from the Structure committee to present to the Board of Directors.

ARTICLE XII – PASTORAL COUNSELOR

Section 1

The Pastoral Counselors shall be two (2) Pastors on the roster of the LCMS within the District. They shall serve a term of four (4) years. If a Pastor accepts a call or cannot fulfill his duties as Pastoral Counselor, the District Board of Directors shall appoint a Pastor according to Article VIII, Section 2d-h, and he shall be eligible for election as Pastoral Counselor at the next District Convention.

Section 2

One Pastoral Counselor shall be elected at each convention. A majority vote shall elect. The newly elected counselor will become the Junior Counselor. Vacancies shall be filled by the Board of Directors from the list submitted to the Nominating Committee for the previous convention.

Section 3

The Pastoral Counselors shall:

- a. serve the District in an advisory capacity.
- b. attend the District Conventions and meetings of the Executive Committee and Board of Directors, as non-voting members; attend the LWML Conventions as directed by the Executive Committee.
- c. serve as spiritual leaders to the officers and members of LWML; and
- d. prepare devotions and worship services as requested.

ARTICLE XIII – STANDING COMMITTEES

Section 1

The Standing Committees shall be:

Christian Life
 Communications
 Gospel Outreach
 Organizational Resources
 Special Focus Ministries

Section 2

Standing committee members shall:

- a. be appointed by the President with the approval of the Executive Committee.
- b. serve as coordinators of continuing programs and activities of the District and correlate to standing committees of the LWML.
- c. serve as non-voting members of the board.
- d. prepare a written report for regular meetings for the board.
- e. present an oral report to the board when requested to do so by the President.
- f. prepare a written report for the convention manual; and
- g. serve a term of two (2) years, or until successors are appointed and shall be eligible for re-appointment.

Section 3

The Christian Life Committee shall include the Vice President of Christian Life as Chairperson, the Christian Events Coordinator, and the Christian Materials Coordinator. The committee shall provide materials and opportunities that nurture members' spiritual lives.

- a. The Christian Events Coordinator shall:
 1. work with Zone Presidents to prepare and present devotions at board meetings.
 2. serve as a resource person for zone and group Christian Life chairmen in planning Christian nurturing events such as retreats and prayer services and aids Zones and groups to do the same; and
 3. maintain and publicize materials for group and group activities, promoting use of the products found in the LWML Catalog and on the LWML website.
- b. The Christian Materials Coordinator shall:
 1. inform members of a variety of resources suitable for use by individual members and for use at women's activities and events.
 2. maintain a table display of materials available from the LWML Catalog; and
 3. maintain the audio/visual library for the District and be responsible for its circulation.

Section 4

The Communication Committee shall include the Vice President of Communications as Chairperson, the District newsletter Editor, Public Relations Coordinator, and the Electronic Communications Coordinator. The committee shall promote and publicize programs and events of the District.

- a. The District Glad Tidings Newsletter Editor shall:
 1. solicit and edit news articles for the District Glad Tidings publication.
- b. The Electronic Communications Coordinator shall:
 1. maintain the District website.
 2. maintain a Facebook page; and
 3. coordinate any mass communication.
- c. The Public Relations Coordinator shall:
 1. promote conventions and events to the Southern District and the public.

Section 5

The Gospel Outreach Committee shall include the Vice President of Gospel Outreach as Chairperson, the Gospel Outreach Coordinator and Mission Awareness Coordinator. The committee shall promote mission awareness and support for mission opportunities, especially for LWML mission grants.

- a. The Gospel Outreach Coordinator shall:
 1. encourage and equip women to become personally involved in sharing the Gospel with all God's children; and
 2. coordinate participation by women of the District in Gospel outreach opportunities with existing mission programs sanctioned by the District and synod.
- b. The Mission Awareness Coordinator shall:
 1. promote mission awareness and support for District and LWML grants; and
 2. develop ideas for increasing Mite Box contributions and other offerings; and
 3. be alert to crisis situations, enlists help from members to supply provisions for those with immediate survival needs.

Section 6

The Organizational Resources Committee shall include the Vice President of Organizational Resources as Chairperson, the Growth and Development Coordinator, Leadership Development Coordinator, and the Structure (Bylaws) Coordinator. The committee shall provide materials and opportunities that nurture members' spiritual lives.

- a. The Growth and Development Coordinator shall:
 1. provide resources, ideas, and techniques for encouraging more LCMS women to participate in the mission and ministry of the LWML.
 2. develop new LWML groups; and
 3. assist and encourage existing groups and individual women to personally reach out with God's love to all women.
- b. The Leadership Development Coordinator shall:
 1. identify women with special abilities and talents to serve in leadership positions in LWML; and
 2. provide ideas, techniques, and resources which will enrich and encourage gifted individuals to serve in leadership positions.
- c. The Structure (Bylaws) Coordinator shall:
 1. examine and evaluate the District Bylaws.
 2. propose amendments deemed necessary; and
 3. receive and examine zone Bylaws and proposed amendments, approving those not in conflict with LWML District or National Bylaws.

Section 7

The Special Focus Committee shall include the Vice President of Special Focus Ministries as Chairperson, the Young Women's Coordinator, and Heart to Heart (H2H) Coordinator. The

committee shall provide support to young women and to women of all ethnicities, encouraging their participation in the District.

- a. The Young Women's Coordinator shall:
 1. intentionally identify, encourage, and provide opportunities for young women to affirm their faith and develop their gifts in service to the Lord through the LWML; and
 2. promote the Young Woman Representative (YWR) program at the LWML level.
- b. The Heart to Heart (H2H) Coordinator shall:
 1. identify, develop, support, and encourage women leaders in ethnic ministries; and
 2. identify and coordinate cross-cultural opportunities.
- c. Gifts of the Heart Coordinator shall:
 1. Coordinate with the Zone President for the convention Gifts of the Heart.
 2. Coordinate Gifts of the Heart for District events.
 3. Encourage and coordinate Gifts of the Heart opportunities with the Zones.

ARTICLE XIV – SPECIAL COMMITTEES

Section 1

The Special Committees, as needed, shall be:

Convention
Endowment Gift Fund
Mission Grants

Section 2

Special committee members shall:

- a. be appointed by the President with the approval of the Executive Committee.
- b. have the Chairperson prepare a written report for regular meetings for the board.
- c. present an oral report to the board when requested to do so by the President. The Chairperson would have voice but no vote; and
- d. serve a term of two (2) years, or until successors are appointed and shall be eligible for re-appointment.

Section 3

The Convention Committee, consisting of three (3) or more members including the Chairperson, shall:

- a. work with the District President.
- b. choose location and lodging sites.
- c. provide materials to enable women of the church to grow spiritually and encourage active participation.
- d. work closely with the Zone where convention is hosted.

1. receive from the special focus zone officer regarding Gifts from the Heart.
- e. have its Chairperson report to each regular meeting of the Board of Directors and to the District Convention; and
- f. convention Committees of Tellers, Resolutions, and Minutes Review shall be appointed by the District President, with approval of the Executive Committee, and shall serve during the convention.

Section 4

The Endowment Gift Committee will be comprised of at least three or more members. The three mandated members will be a Coordinator appointed by the District President, the elected Financial Secretary, and the elected Treasurer of the District. A Pastoral Counselor shall be an advisory member. The District President is an ex officio member.

- a. The committee shall:
 1. oversee the operations of the Fund.
 2. the Coordinator will be the primary promoter of the Fund.
 3. the Coordinator will preside at all meetings of the Committee.
 4. other ad-hoc or ex-officio members may be invited to serve by the Coordinator of the Fund with approval of the District President.
 5. the Coordinator will be the responsible party for maintaining complete and accurate minutes of all meetings of the Committee. A copy of the minutes will be provided to each Committee member and the District President; and
 6. each mandated member will keep a complete set of minutes to be delivered to their successor.

Section 5

The Mission Grants Committee shall select the mission grant proposals, which will appear on the convention ballot subsequent to approval by the Board of Directors. This committee will consist of the Vice President of Gospel Outreach as chairperson, at least two (2) committee members as outlined in the *Procedures Manual*, the two Pastoral Counselors, and the President. The immediate past Vice President of Gospel Outreach will be an advisory member for two years.

Section 6

There may be additional committees as the Board of Directors, Executive Committee, or the convention deem necessary to continue the work of the LWML. The assembly authorizing the committee shall determine the authority and responsibility of the committee.

ARTICLE XV – OFFICIAL PUBLICATION

Section 1

The official publication of the District shall be called *Gulf States Glad Tidings*. It shall be published quarterly.

Section 2

The purpose of *Gulf States Glad Tidings* shall be to

- a. promote the object of the LWML.
- b. inform the membership of the activities of officers and committees and include items which members need to consider.

Section 3

The Editor shall have editorial privileges.

Section 4

- a. The publication shall be mailed (or electronic messaging), in the number requested, to the groups for distribution to members.
- b. The Glad Tidings shall be provided to all members of the Board of Directors and to all LWML groups within the District.

ARTICLE XVI – MISSION GRANTS

Section 1

- a. Mission grant proposals may be submitted by individual members, groups, Zones, the Southern District LCMS Board of Directors and/or Executive Assistant for Parish Ministries, LCMS World Missions, LCMS Board for Mission Services, or an LCMS Recognized Service Organization (RSO).
- b. At least three (3) copies of proposals for all mission grants must be submitted to the District Vice President of Gospel Outreach by October 31 in the odd-numbered years.

Section 2

- a. The District Vice President of Gospel Outreach shall present the grant proposals to the President of the Southern District LCMS for evaluation and approval.
- b. Proposals for all mission grants need to have approval from the church or partner church, in which the proposed grant recipient is located.
- c. The Mission Grants Committee shall evaluate the proposed grants, after which the committee shall present them to the District Board of Directors at its regular meeting closest to the convention.
- d. The Board of Directors shall select the grant proposals to appear on the ballot. Priority shall be given to grant proposals within the Gulf States District.
- e. District grants shall meet the criteria used for LWML grants.

Section 3

- a. The District Vice President of Gospel Outreach shall be responsible for the presentation of the selected mission grant proposals at the District Convention, in accordance with guidelines approved by the District Board of Directors.
- b. If there is a tie vote for the last chosen grant at a convention, the tie shall be broken by the voting assembly of the convention.

- c. Funds voted for a mission grant must be disbursed or put into use within a two (2)-year period from the time of the District Convention vote or be returned to the District Treasury for reallocation. The Board shall have the authority to extend the time for two (2) additional years in case of extenuating circumstances.
- d. If changes in mission grant plans occur after the recipients have been selected in convention, the Board shall be authorized to approve the amended grant or reallocate the funds either in session, by mail, conference call or by electronic messaging.
- e. Funds not expended shall be reallocated for grants in the succeeding biennium. Or the funds can go to a current biennium mite overage on a grant not funded for the full amount.

ARTICLE XVII – RESOLUTIONS AND APPEALS

Section 1

Miscellaneous resolutions and appeals, other than for mission grants, may be presented to a convention by groups or Zones. Such resolutions shall be in triplicate form and sent to the District President by January 1 of the even-numbered year.

Section 2

Resolutions not received in the prescribed time may, by a two-thirds (2/3) vote of the Board of Directors, be presented to the convention for consideration.

ARTICLE XVIII – FINANCES

Section 1

- a. Mite offerings shall be remitted to the District Financial Secretary.
- b. The District 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 of the LWML.
- c. The District shall retain seventy-five percent (75%) or less in its treasury for approved mission grants and administration of the District.

Section 2

- a. Provide for the cost of subscription of the LWML *Lutheran Women's Quarterly*. Groups shall be billed annually for reimbursement to the District.
- b. The Christian Life Committee shall be funded from offerings received at Zone Christian Life Workshops. If needed, additional funds may be received from the District Treasury, as approved by the District Board of Directors.
- c. Communications, Gospel Outreach, Organizational Resources, and Special Focus Ministries Committee's needs shall be funded from the District Treasury, as approved by the District Board of Directors.
- d. A registration fee and/or offering at rallies may be received and used by Zones to pay expenses incurred by the zone.

- e. Zones may use proceeds and offerings from rallies for expenses of their delegate to the LWML Conventions.
- f. Funds more than the zone needs shall be sent to the District Financial Secretary for credit to the District administration treasury.
- g. The District Board of Directors shall decide allocation of offerings received at District Conventions.
- h. The Executive Committee shall set the registration fee, which finances the District Convention, with approval by the District Board of Directors.

Section 3

Zones shall not support monetary projects other than those of District and LWML.

Section 4

- a. Expenses of meetings of the Board of Directors, Executive Committee, committees, and other routine administration expenses incurred in the management of the District shall be paid from the treasury of said District.
- b. Paying for transportation of the District Board of directors and Pastoral Counselors to all board meetings and to District Conventions not to exceed the current rate with Southern District LCMS.
- c. Pay the registration and travel for the District delegates to LWML Conventions.
- d. Pay the registration, transportation, lodging and meals of the District President for LWML Conventions.
- e. Pay the registration, transportation, lodging and meals of the Pastoral Counselor for LWML Conventions.
- f. Pay registration, transportation, lodging and meal expenses for the Young Woman's Representative to the LWML Convention.
- g. Pay registration, transportation, lodging and meal expenses for the Heart 2 Heart Sister Representative to the LWML Convention.

Section 5

The financial records shall be submitted for financial review at the end of each biennium.

ARTICLE XIX— FISCAL YEAR

The fiscal year of the District shall be from February 1 to January 31 inclusive. The Treasurer and Financial Secretary of the District shall adhere to these dates in closing their books

ARTICLE XX—EMERGENCY ACTION

Section 1

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the District Board of Directors shall have the authority to determine whether the convention shall or shall not be held; a two-thirds

(2/3) vote of the Board of Directors shall decide. The vote may be taken by mail, phone, or electronic messaging.

Section 2

In the event the convention is not held, the District Executive Committee shall have the authority to plan procedure for conducting the routine convention business. Such procedure shall be approved by the District Board of Directors.

ARTICLE XXI – 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 the LWML Bylaws, applicable law, or Christian principles.

ARTICLE XXII – DISSOLUTION

If the District dissolves, all monies, materials, files, goods, etc. shall revert to the LWML.

ARTICLE XXIII – AMENDMENTS

Section 1

- a. These bylaws may be amended by two-thirds (2/3) vote of the members present and voting at the District Convention.
- b. The proposed amendments shall first be approved by the District Board of Directors, and then be sent to the LWML Structure Committee for approval and published in *Gulf States Glad Tidings* in an issue prior to the District Convention or in a mailing or electronic messaging to the voting assembly.
- c. A proposed amendment with no prior notice may be presented to the District Convention with a unanimous vote by the voting delegates. A three-fourths (3/4) vote shall be required for adoption.

Section 2

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the LWML Structure Committee for review [at least three (3) months prior to the District Convention] before being presented to the District membership for adoption.
- b. Upon adoption by the convention, the required number of copies shall be submitted to the LWML Structure Committee for filing.

Date District became a member of LWML – November 8-9, 1949

Date of original bylaws -

Other historical information –

1. The first general meeting of the Southern District LWML was held in Birmingham, Alabama, on February 3, 1944.
2. The first convention was on May 3, 1945 in Birmingham. It was considered the Gulf States Branch of the Southern District.
3. On November 8 & 9, 1949, the Gulf States District was named at the convention in Cullman, Alabama.

Adopted by the Sixteenth Biennial Convention, Gadsden, Alabama, April 23-25, 1976

Adopted by the Twentieth Biennial Convention, Mobile, Alabama, April 26-28, 1984

Adopted by the Twenty-fourth Biennial Convention, Biloxi, Mississippi, April 24-26, 1992

Adopted by the Twenty-eighth Biennial Convention, Ft. Walton Beach, Florida, April 28-30, 2000

Adopted by the Thirtieth Biennial Convention, Biloxi, Mississippi, April 23-25, 2004

Adopted by the Thirty-first Biennial Convention, Tuscaloosa, Alabama, April 28-30, 2006

Adopted by the Thirty-second Biennial Convention, Mobile, Alabama, April 11-13, 2008

Adopted by the Thirty-third Biennial Convention, Guntersville, Alabama, April 16-18, 2010

Adopted by the Thirty-fourth Biennial Convention, Destin, Florida, April 27-29, 2012

Adopted by the Thirty-fifth Biennial Convention, Prattville, Alabama, April 25-27, 2014

Adopted by the Thirty-ninth Biennial Convention, Huntsville, Alabama, April 23, 2022

Adopted April 23, 2022