

**BYLAWS**  
**Lutheran Women's Missionary League**  
**Utah-Idaho District**

**Amended April 2018**



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# **BYLAWS**

## **Lutheran Women's Missionary League Utah-Idaho District**

### **Article I—Name**

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

### **Article II—Object**

The object of the Utah-Idaho District LWML shall be:

- a. To develop and maintain a greater mission consciousness among the women of the Utah-Idaho 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 programs of the LWML.

### **Article III—Structure and Membership**

#### **Section 1**

The Utah-Idaho District is composed of individual women and women's societies in LCMS congregations, on campuses, in resident homes, or in other settings within the Utah-Idaho District. These societies are organized into zones.

#### **Section 2**

- a. A woman who is a communicant member of an LCMS congregation within the Utah-Idaho District is eligible for membership as an individual or in a society.
- b. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as societies.
- c. One (1) or more societies affiliated with LWML from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit.
- d. Societies formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in an LCMS congregation shall be eligible for membership upon acceptance by the Utah-Idaho District.
- e. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the District convention. An individual member has the same rights and privileges as women who are members of societies in her zone, including the right to hold a zone or District office.

#### **Section 3**

Applications for society or individual membership may be obtained from the Vice President of Servant Resources.

#### **Section 4**

When a society withdraws from the LWML, it shall surrender its certificate. Should it later wish to rejoin, it shall do so in the prescribed manner.

#### **Section 5**

An individual member retains her membership as long as she continues to be eligible for membership and has not formally surrendered her membership.

### **Article IV—Zones**

#### **Section 1**

Zones shall:

- a. Promote the object of the LWML: mission education, mission inspiration, and mission service;
- b. Select a delegate and alternate to the national LWML convention.

#### **Section 2**

For the national LWML convention, there is one (1) delegate from each zone having ten (10) or fewer units and one (1) additional delegate for each additional ten (10) units or major fraction thereof (i.e. six [6] or more). Each delegate shall have a certified alternate.

#### **Section 3**

Each zone shall write its own bylaws. The zone bylaws and any subsequent proposed amendments shall be submitted in the required number of copies to the Vice President of Servant Resources for approval by the District Bylaws Committee before being presented to the zone membership for adoption. After adoption, copies of the zone bylaws shall be given to the Vice President of Servant Resources and District President.

#### **Section 4**

Money collected at zone events may be used to defray current expenses or saved to defray the costs of future zone events. Excess funds, beyond those needed for current and anticipated expenses, shall be sent to the District Financial Secretary.

#### **Section 5**

Zones shall not support monetary grants other than those of the Utah-Idaho District and national LWML.

#### **Section 6**

Zone presidents are members of the District Board of Directors and of the District Executive Committee. Their term of office shall begin at the close of a Utah-Idaho District convention. When a zone president is unable to attend a District Board of Directors meeting or District Executive Committee meeting, she shall appoint a representative, who shall have voice and vote, to attend in her place and so notify the District President.

#### **Section 7**

The zone president shall:

- a. Serve as a delegate to the national LWML convention unless otherwise provided by the zone bylaws;
- b. When asked, submit names to the District President for committee or other appointments;
- c. Appoint her zone's member of the District Nominating Committee and Mission Grants Committee;
- d. Call and conduct zone meetings as needed to accomplish zone business such as elections and event planning.

## **Section 8**

Zones are encouraged to form zone ministry teams. These teams shall:

- a. Be appointed by the zone president;
- b. Serve as creative, mission minded resource to societies;
- c. Meet quarterly;
- d. Be responsible for zone meetings, gatherings, and events and be available to conduct same.

## **Article V—District Conventions and Representation**

### **Section 1**

- a. A convention shall be held in the even-numbered years to transact the business of the Utah-Idaho District.
- b. The convention site shall be determined by the Executive Committee and shall rotate among the zones.

### **Section 2**

- a. The voting assembly of the convention shall consist of:
  1. One elected delegate from each society having ten or fewer members and one elected delegate for each additional ten members or major fraction thereof (i.e. six or more), as of January 1 preceding the convention;
  2. Voting members of the Executive Committee;
  3. Past presidents of the Utah-Idaho District who continue to be members of the LWML in the Utah-Idaho District.
- b. A member of the voting assembly shall vote in one capacity only.
- c. Proxy votes are prohibited.

### **Section 3**

- a. Each elected delegate shall have an elected alternate.
- b. The names of the elected delegates and alternates shall be in the hands of the Secretary of the District by April 1.
- c. In the event that neither the delegate nor the alternate is able to serve, a member of the same society may serve as the delegate; in such a case, written certification from the society shall be presented to the Convention Registrar.

### **Section 4**

A majority of the registered voting assembly shall constitute a quorum.

### **Section 5**

Any individual member of the District or member of a society in the District who is registered at the convention shall have the privilege of voice.

### **Section 6**

- a. The Tellers Committees, one for mission grants and one for elected positions, are each composed of six members appointed by the President from the convention voting assembly. The President shall name one of the six members as chairman of each committee. Each committee shall distribute and collect the ballots and tally the vote; the chairman shall present the tellers report to the convention.

- b. The Convention Resolutions Committee, appointed by the President from the convention voting assembly, shall prepare courtesy and other resolutions for the District convention.
- c. The Convention Minutes Review Committee, composed of three members appointed by the President from the convention voting assembly, shall review and approve the convention minutes.

## **Article VI—Officers and Elections**

### **Section 1**

The officers of the District shall be a President, Vice President of Christian Life, Vice President of Gospel Outreach, Vice President of Human Care, Vice President of Servant Resources, Vice President of Communication, Secretary, and Treasurer. The Pastoral Counselor and Financial Secretary shall also be elected.

- a. The President, Vice President of Christian Life, Vice President of Human Care, and Treasurer shall be elected at one convention;
- b. The Vice President of Gospel Outreach, Vice President of Servant Resources, Vice President of Communication, Secretary, Pastoral Counselor, and Financial Secretary shall be elected at the following convention.

### **Section 2**

- a. The officers and other elected personnel shall be elected by ballot at the biennial convention to serve for a term of four years, or until their successors are elected, and shall not be eligible for consecutive election to the same office.
- b. A majority vote shall elect.
- c. In the event that there are three or more candidates for office and a majority vote has not been reached after two ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.

### **Section 3**

- a. The newly elected officers and other elected personnel shall assume their duties at the close of the convention at which they were elected.
- b. The retiring Treasurer and Financial Secretary shall, within sixty days following the election, turn over to their successors all materials pertaining to their offices. All other retiring officers and elected personnel shall, within thirty days following the election, turn over to their successors all material pertaining to their offices.

### **Section 4**

- a. Vacancies in elected positions may be filled by the Executive Committee.
- b. In the event of incapacity or other situation creating a vacancy in the office of President, the Vice President of Servant Resources shall fill the vacancy until the President is able to resume her duties or until the Executive Committee elects a new President.
- c. The Executive Committee shall fill any permanent vacancy occurring in the office of President.
  - 1. If there is no regularly scheduled meeting of the Executive Committee within thirty days of a permanent vacancy in the office of President, a special meeting shall be called by the Vice President of Servant Resources for the express purpose of electing a new President.
  - 2. The election shall be by ballot.
  - 3. The candidates eligible to fill the vacancy shall be the current Vice Presidents.



## **Section 5**

Any officer or elected person may be removed from office prior to the expiration of their term of office by the Board of Directors by a vote of three-fourths of all members of the Board provided that

- a. Members of the Board (including the individual officer involved) shall be notified at least two days prior to the Board meeting in the event any such action is contemplated and
- b. The individual officer involved shall be afforded the opportunity to be heard at such meeting.

## **Article VII—Duties of Officers**

### **Section 1**

The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted in these bylaws in accordance with the *Procedures Manual* adopted by the Executive Committee.

### **Section 2**

The President shall:

- a. Keep the vision of the District before the members;
- b. Preside at District conventions and all meetings of the Board of Directors and Executive Committee;
- c. Appoint, with the approval of the Executive Committee, the
  1. Public Relations Director
  2. Web Master
  3. Editor
  4. Mailing Secretary
  5. Archivist-Historian
  6. Parliamentarian
  7. Meeting Manager
  8. Nominating Committee Chairman;
- d. Appoint the Bylaws Committee;
- e. Appoint the following convention committees: Tellers for Grants, Tellers for Officers, Convention Minutes Review, and Convention Resolutions;
- f. Receive and approve vouchers (except her own, which are approved by the Vice President of Servant Resources) for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of checks;
- g. Be authorized to sign checks in case of an emergency;
- h. Be an ex-officio member of all committees except the Nominating Committee;
- i. Be responsible for the implementation of resolutions passed by the convention body, Board of Directors, or the Executive Committee;
- j. Attend, or appoint another member of the Executive Committee to attend on her behalf, an event in each zone each year;
- k. Attend the national LWML Board of Directors meetings and conventions.

### **Section 3**

The Vice President of Christian Life may perform the duties of the office of the President, at the President's request, and shall:

- a. Provide resources and support to zone ministry teams to enable women to grow spiritually and share their faith with others;

- b. Organize special Christian Life activities authorized by the Executive Committee;
- c. Serve as the District liaison with the national LWML's Department of Christian Life;
- d. Serve on the Board of Directors and Executive Committee.

#### **Section 4**

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

- a. Provide resources and support to the zone ministry teams to enable the support of mission grant projects;
- b. Serve as the District liaison with the national LWML Department of Gospel Outreach;
- c. Serve as chairman of the Mission Grants Committee;
- d. Present to the Executive Committee for consideration the proposals selected for the mission grants ballot;
- e. Ensure the mission grant ballot is prepared for the District convention;
- f. Ensure an impartial presentation of the approved proposed grants is prepared for the District convention;
- g. Requisition mission grant funds and monitor the progress of each recipient until completion;
- h. Report to the Executive Committee the progress of each adopted mission until its completion;
- i. Serve on the Board of Directors and Executive Committee.

#### **Section 5**

The Vice President of Human Care may perform the duties of the office of the President, at the President's request, and shall:

- a. Provide resources and support to the zone ministry teams to alert members to opportunities and challenges for hands-on service in the church, community, and world;
- b. Serve as District liaison with the national LWML Department of Special Focus Ministries;
- c. Organize the District gathering of items for the needy;
- d. Serve on the Board of Directors and Executive Committee.

#### **Section 6**

The Vice President of Servant Resources may perform the duties of the office of the President, at the President's request, and shall:

- a. Provide resources and support to the zone ministry teams to enable each woman to develop and increase her skills for formal and informal leadership in the church;
- b. Serve as the District liaison with the national LWML Department of Organizational Resources;
- c. Supply membership applications to prospective societies or individual members and submit completed applications to the Executive Committee for consideration;
- d. Maintain the Personnel Resource Profiles so they are available when appointments are to be made;
- e. Administer the grants for called workers;
- f. Chair the Bylaws Committee and
  - 1. Submit approved bylaws amendments to the District convention for adoption,

2. After adoption and final printing, send the required number of copies of the bylaws to the LWML Structure Committee Chairman;
- g. 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 Executive Committee;
- h. Sign the President's expense vouchers;
- i. Serve on the Board of Directors and Executive Committee.

### **Section 7**

The Vice President of Communication may perform the duties of the office of the President, at the President's request, and shall:

- a. Provide resources and support to the zone ministry teams using printed and electronic media;
- b. Facilitate communication within the District;
- c. Oversee and approve the District communications created by the Public Relations Director, Web Master, Editor, Mailing Secretary, and Archivist-Historian;
- d. Serve as the District liaison with the national LWML's Vice President of Communication and its Media and Marketing Committee;
- e. Serve on the Board of Directors and Executive Committee.

### **Section 8**

The Secretary shall:

- a. Keep the minutes of the District convention;
- b. Keep the minutes of the Board of Directors and Executive Committee meetings;
- c. Maintain the official list of societies within the District and receive credentials of delegates prior to the District convention;
- d. Notify national LWML of changes in the office of District President;
- e. Serve on the Board of Directors and Executive Committee.

### **Section 9**

The Treasurer shall:

- a. Keep an itemized account of all receipts and disbursements;
- b. Make authorized payments for expenses;
- c. Remit twenty-five percent of all District mites to the national LWML at least quarterly;
- d. Make financial reports as required by the *Procedures Manual*;
- e. Prepare the District work program;
- f. Submit records for financial review at the close of each fiscal biennium and with the change of officer;
- g. Serve on the Board of Directors and Executive Committee;
- h. Prepare a written report for the District convention.

## **Article VIII—Duties of Other Elected Personnel**

### **Section 1**

The elected personnel shall be a Pastoral Counselor and a Financial Secretary.

## **Section 2**

The Pastoral Counselor shall:

- a. Serve as a spiritual leader to the officers and members of LWML;
- b. Serve the District in an advisory capacity to District leadership, zone ministry teams, retreat committees, etc.;
- c. Serve as doctrinal advisor to committees as assigned by the President;
- d. Prepare devotions, Bible studies, and worship services as requested;
- e. Attend the national LWML convention;
- f. Attend the Utah-Idaho District convention and meetings of the Board of Directors and Executive Committee.

## **Section 3**

The Financial Secretary shall:

- a. Receive all moneys and deposit them in a financial institution approved by the Executive Committee;
- b. Keep an itemized account of all receipts;
- c. Send duplicate receipts to the Treasurer for all moneys deposited;
- d. Make financial reports as required by the Procedures Manual;
- e. Submit records for financial review at the close of each fiscal biennium and with the change of officer;
- f. Be a member of the Board of Directors.

# **Article IX—Nominations**

## **Section 1**

The Nominating Committee shall consist of a chairman appointed by the District President, subject to the approval of the Executive Committee, and four members, each appointed by a zone president.

## **Section 2**

- a. Nominees for elected positions, other than Pastoral Counselor, shall be active society or individual members within the District who have given their written consent to serve.
- b. Nominees for President must have previously served on the Executive Committee.

## **Section 3**

Nominees for Pastoral Counselor shall:

- a. Be pastors serving in pastoral ministry in an LCMS congregation in the Utah-Idaho District or an emeritus pastor of the LCMS residing in the Utah-Idaho District;
- b. Have received the endorsement of their synodical district president.

## **Section 4**

The Nominating Committee shall:

- a. Solicit nominations for District offices and other elected positions;
- b. Obtain written consent of all nominees to serve if elected;
- c. Submit to the Executive Committee for approval the names of qualified nominees for each office and elected position to be filled;

- d. Prepare printed ballots with the names listed in alphabetical order for each office.

### **Section 5**

By a three-fourths vote the Executive Committee may remove any nominee from the slate that the Nominating Committee submits for approval.

### **Section 6**

Nominations may be made from the floor of the convention for all elected positions, provided the written consent of the nominee has been secured and the nominee meets the stipulated qualifications for office.

## **Article X—Appointed Personnel**

### **Section 1**

The appointed personnel shall be a Public Relations Director, Web Master, Editor, Mailing Secretary, Archivist-Historian, Parliamentarian, Meeting Manager, and Nominating Committee Chairman. They shall:

- a. Be appointed by the President and approved by the Executive Committee;
- b. Serve a term of two years, or until their successor is appointed, and be eligible for reappointment for three additional terms (i.e., no more than eight consecutive years);
- c. Attend Executive Committee meetings in an advisory capacity when the President so requests;
- d. Be members of the Board of Directors, if they are a member of a society or individual member of the District.

### **Section 2**

The Public Relations Director shall:

- a. Be alert for news of the District and working with the Vice President of Communication, make it known to the membership, other LCMS entities, and the general public;
- b. Produce publicity and promotional materials related to the program and work of the District, including the District retreat and District convention;
- c. Report to the Vice President of Communication.

### **Section 3**

The Web Master shall:

- a. Maintain the District's web site;
- b. Provide a forum for the Vice President of Communication, Public Relations Director, and Editor to communicate via the world-wide web;
- c. Report to the Vice President of Communication.

### **Section 4**

The Editor shall:

- a. Edit and produce the District's supplement to the *Lutheran Woman's Quarterly* to promote the goals of LWML and inform the membership of the activities in the District;
- b. Submit the *Quarterly* supplement to the Vice President of Communication and President for approval prior to release;
- c. Report to the Vice President of Communication.

## **Section 5**

The Mailing Secretary shall:

- a. Maintain a directory of District officers, zone ministry team members, and societies;
- b. Assist District officers with mailings to the societies;
- c. Inform the LWML Office and the District Treasurer of the number of *Lutheran Woman's Quarterly* copies to be sent to each society;
- d. Report to the Vice President of Communication.

## **Section 6**

The Archivist-Historian shall:

- a. Write a history of the activities of the District for the biennium to be published in the convention manual and sent to the national LWML Archivist-Historian;
- b. Gather and preserve records and other materials of historical significance to the District;
- c. Provide items for display at District and/or zone functions upon request;
- d. Send items which have national LWML significance to the national LWML Archivist-Historian;
- e. Report to the Vice President of Communication.

## **Section 7**

The Parliamentarian shall:

- a. Serve as advisor on parliamentary procedure to the District President, officers, and individual members upon request;
- b. Be a member of the Bylaws Committee;
- c. Report to the President.

## **Section 8**

The Meeting Manager, who may concurrently hold an Executive Committee position, shall:

- a. Secure locations for holding Board of Directors and Executive Committee functions/meetings and make meeting arrangements as directed by the President;
- b. Report to the President.

## **Section 9**

The Nominating Chairman shall:

- a. Chair the Nominating Committee;
- b. Report to the Vice President of Servant Resources.

# **Article XI—Board of Directors**

## **Section 1**

The Board of Directors shall consist of the:

- a. Officers (President; Vice Presidents of Christian Life, Gospel Outreach, Human Care, Servant Resources, and Communication; Secretary; and Treasurer);
- b. Zone presidents;
- c. Elected personnel (Pastoral Counselor [advisory] and Financial Secretary);

- d. Appointed personnel (Public Relations Director, Web Master, Editor, Mailing Secretary, Archivist-Historian, Parliamentarian, Meeting Manager, and Nominating Committee Chairman).

Any appointed personnel who are not members of a society or individual members of the District shall serve only in an advisory capacity.

## **Section 2**

- a. The Board of Directors shall meet shortly after the District convention to set District's goals for the biennium and advise the President on any other topics she places on the agenda.
- b. The exact date of each meeting shall be set by the President.
- c. A majority of the voting members shall constitute a quorum.
- d. In case of an emergency, the Board of Directors may take action by mail or electronic messaging.

## **Article XII—Executive Committee**

### **Section 1**

The Executive Committee shall consist of the President; Vice Presidents of Christian Life, Gospel Outreach, Human Care, Servant Resources, and Communication; Secretary; Treasurer; the zone presidents, and the Pastoral Counselor in an advisory capacity.

### **Section 2**

Regular meetings of the Executive Committee shall be held at least twice each year.

- a. The exact date of each meeting shall be set by the President.
- b. Special meetings may be called by the President, or by three Executive Committee members.
- c. A majority of the voting members shall constitute a quorum.
- d. In case of an emergency, the Executive Committee may take action by mail or electronic messaging.

### **Section 3**

The duties of the Executive Committee shall be to:

- a. Carry out the business approved in convention and to transact the business of the District between conventions;
- b. Approve appointments as required by these bylaws;
- c. Fill vacancies occurring in elective or appointive offices;
- d. Ratify membership of societies;
- e. Determine the place of the convention;
- f. Approve the work program, mission grants, and candidates for office for presentation to the convention;
- g. Plan and supervise the program of the convention including
  - 1. Approving the budget proposed by the Host Convention Committee,
  - 2. Considering recommendations and special appeals for presentation to the convention;
- h. Approve the financial institution for deposit of funds;
- i. Adopt the *Procedures Manual* for conducting District business.

### **Section 4**

The Executive Committee may authorize an officer to attend a national LWML workshop, meeting, or convention considered beneficial to the District at District expense.

## **Section 5**

The Executive Committee meetings shall be open to any LWML member wishing to attend, but the member will have no voice or vote.

# **Article XIII—Special Committees**

## **Section 1**

The special committees shall be Bylaws and Mission Grants.

## **Section 2**

The Bylaws Committee shall consist of the Vice President of Servant Resources as chairman, the Parliamentarian, and two additional members appointed by the President, as the need arises. This committee shall:

- a. Submit to the Executive Committee for approval such amendments as it deems advisable;
- b. Submit proposed amendments, in the required number of copies, to the national LWML Structure Committee for approval;
- c. Submit approved amendments to the District convention for adoption;
- d. After adoption and final printing, send the required number of copies of the bylaws to the national LWML Structure Committee Chairman;
- e. Receive and examine zone bylaws and amendments and approve those not in conflicts with the bylaws of the District and national LWML.

## **Section 3**

The Mission Grants Committee shall consist of the Vice President of Gospel Outreach as chairman and four members, i.e. one member appointed by each zone president, and shall:

- a. Solicit grant proposals;
- b. Investigate, evaluate, and select proposed mission grants to be submitted to the Executive Committee for approval and inclusion on the District convention ballot.

## **Section 4**

There may be such other committees as the convention or the Executive Committee deem necessary to carry on the work of the District. The assembly authorizing the committee shall determine its authority and responsibility.

# **Article XIV—Mission Grant Proposals and Grants**

## **Section 1**

Proposals for mission grants may be submitted by individuals, societies, zones, or LCMS entities. These proposals shall be submitted to the Vice President of Gospel Outreach, in the form required, by the published date.

## **Section 2**

Mission grants must meet the following criteria:

- a. Have a mission emphasis, extending the ministry of the Word;
- b. Fit into the plans and projections of the LCMS and be approved by the appropriate LCMS district;
- c. Be current and ready for implementation;
- d. Be well documented;
- e. Be assured of continued maintenance.



### **Section 3**

- a. Funds voted for a mission grant must be disbursed or put into use within the biennium in which they are adopted. The convention may extend the time for one biennium in the case of extenuating circumstances.
- b. In the event that changes in mission grant plans occur after the recipients have been selected in convention, the Board of Directors shall be authorized to approve the amended grant or reallocate the funds.

## **Article XV—Finances**

### **Section 1**

- a. Mite offerings shall be collected through Mite Boxes or other means in all societies of the District and remitted to the District's Financial Secretary at least once each quarter.
- b. The District Treasurer shall remit twenty-five percent of such Mite offerings to the Treasurer of the national LWML at least four times a year.
- c. The District shall retain seventy-five percent of the mite offerings in its treasury for approved mission grants and administration of the District.
- d. An offering shall be taken at convention for the mission grants. Another convention offering may be taken for a purpose selected by the Executive Committee.

### **Section 2**

- a. The expenses of meetings of the Board of Directors, Executive Committee, and other routine administrative expenses incurred in the management of the District shall be paid from the treasury.
- b. The lodging expenses of the Pastoral Counselor when attending the Utah-Idaho District convention shall be paid from the Utah-Idaho District treasury.
- c. The District President, zone delegates, and Pastoral Counselor shall attend the national LWML convention at District expense.

### **Section 3**

- a. The fiscal year shall be from April 1 to March 31 inclusive.
- b. The District work program for the biennium shall be adopted by the convention.

## **ARTICLE XVI—RESOLUTIONS**

Miscellaneous resolutions and appeals, other than for mission grants, may be presented to the convention by societies, zones, or national LWML. Such resolutions and appeals should be sent to the District President one month before convention.

## **Article XVII—Emergency Action**

In the event of any great emergency 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 whether the convention shall or shall not be held; a two-thirds vote of the Executive Committee shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedures for conducting the routine convention business.

## **Article XVIII—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, the LWML Bylaws, applicable law, or any special rules of order the District may adopt.

## **Article XIX—Amendments**

These bylaws may be amended by a two-thirds vote of the members present and voting at the convention if the proposed amendments have been presented for approval to the Executive Committee, approved by the national LWML Structure Committee, and published in the District's *Quarterly* supplement, or in a mailing to the societies, at least two months before convention. By three-fourths vote, a proposed amendment may be presented to the convention without prior notice, provided that it has been approved by the national LWML Structure Committee. In this case, a three-fourths vote shall be required for adoption.

Adopted \_\_\_\_\_

Amended: May 2004

Amended: June 2006

Revised: May 2008

Amended: May 2, 2010

Amended: April 2012

Amended: April 2016

Amended: April 2018

## Standing Rules\*

1. Authorized travel in the District shall be reimbursed at forty cents per mile.
2. The convention shall meet on the first weekend in May, unless otherwise ordered by the executive committee.
3. Each society and individual member shall send the Utah-Idaho District Financial Secretary three dollars per member, per year for the purpose of sending District delegates to the national LWML convention.
4. The District shall purchase a bulk subscription to the *Lutheran Woman's Quarterly* only for societies requesting them. These societies are encouraged to pay for the copies for their members. All women are encouraged to buy an individual subscription and receive the *Quarterly* by direct mail.
5. The District shall publish a supplement to the *Lutheran Woman's Quarterly* to promote the goals of LWML and to inform the membership of the activities of the District. The distribution method will be electronic (e-mail and website).
6. The Utah-Idaho District's grant program to assist students to become full-time workers in the LCMS shall divide \$3000 per year among eligible students from the District when these students accept their first call into full-time church work in the LCMS.

In the event that the educational grant does not have eligible applicant(s), the designated \$3000 will be divided three ways: \$1000 to fund grants, \$1000 each to the scholarship funds of Concordia Theological Seminary—Ft Wayne and Concordia Seminary—St Louis.

7. LWML members who use their personal vehicles when transporting guests and speakers from out of the district to district events shall provide to the district secretary copies of a valid driver's license and vehicle insurance with appropriate liability and personal injury.
8. The district presidents attending the Utah-Idaho district conventions from other districts will be given a 20% discount on their convention registration
9. The *Heritage of Love Endowment Fund* shall be managed according to policies established by the Utah-Idaho District Executive Committee to
  - Support scholarships for women attending LWML events;
  - Support leadership development through LWML; and
  - Support other areas approved by the Utah-Idaho LWML Executive Committee.

Revised: April 2018

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\* Standing Rules can be adopted by a majority vote at any regular business meeting without previous notice, and remain in effect until rescinded or amended. They are amended by a two-thirds vote without previous notice or by a majority vote with such notice. They can be suspended for duration of any session (but not for longer) by a majority vote. They cannot conflict with the Bylaws.