

***BYLAWS OF THE OREGON DISTRICT
OF THE
LUTHERAN WOMEN'S MISSIONARY LEAGUE***

Approved at the
Oregon District Convention
Newport, Oregon - June 1--2, 2012

**BYLAWS OF OREGON DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE
June 2012**

CONTENTS

ARTICLE I - NAME	3
ARTICLE II - OBJECT	3
ARTICLE III - MEMBERS.....	3
ARTICLE IV - DISTRICT ORGANIZATION.....	4
ARTICLE V - CONVENTIONS AND REPRESENTATION	5
ARTICLE VI - OFFICERS AND ELECTIONS	6
ARTICLE VII - DUTIES OF OFFICERS.....	8
ARTICLE VIII - NOMINATIONS	12
ARTICLE IX - APPOINTED OFFICERS	13
ARTICLE X - SPECIAL APPOINTED PERSONNEL.....	13
ARTICLE XI - BOARD OF DIRECTORS.....	15
ARTICLE XII - EXECUTIVE COMMITTEE.....	16
ARTICLE XIII - PASTORAL COUNSELORS.....	17
ARTICLE XIV - DEPARTMENTS AND STANDING COMMITTEES	18
ARTICLE XV - SPECIAL COMMITTEES	22
ARTICLE XVI - DISTRICT PUBLICATION.....	23
ARTICLE XVII - MISSION GRANT PROPOSALS	23
ARTICLE XVIII - RESOLUTIONS	24
ARTICLE XIX - FINANCES.....	24
ARTICLE XX - FISCAL YEAR.....	25
ARTICLE XXI - RESIGNATIONS AND DISSOLUTION	25
ARTICLE XXII - EMERGENCY ACTION.....	26
ARTICLE XXIII - PARLIAMENTARY AUTHORITY	26
ARTICLE XXIV - AMENDMENTS	26

BYLAWS
OREGON DISTRICT of the
LUTHERAN WOMEN'S MISSIONARY LEAGUE

ARTICLE I - NAME

The name of this organization shall be Lutheran Women's Missionary League (hereinafter referred to as LWML), Oregon District (hereinafter referred to as District) of The Lutheran Church-Missouri Synod (hereinafter referred to as "LCMS"). Any reference to "LWML" shall mean the national organization*.

ARTICLE II - OBJECT

The object of this organization shall be:

- a. to develop and maintain a greater mission consciousness among the women of the Oregon District through mission education, mission inspiration, and mission service;
- b. to support the program of the Lutheran Women's Missionary League;
- c. to gather funds for mission grants approved by the Northwest District LCMS, especially those for which no adequate provision has been made in the budgets of the district or the synod.

ARTICLE III - MEMBERS

Section 1

- a. Women's organizations within LCMS congregations, on campuses, in resident homes, or in other settings, shall be eligible for membership as societies.
- b. One (1) or more societies affiliated with the Oregon District within a congregation, on a campus, in a resident home, or other single setting shall be considered as one (1) unit.
- c. A woman who is a communicant member of an LCMS congregation is eligible for membership in a society or as an individual member.
- d. Women who hold membership in an LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home upon approval of the Oregon District Executive Committee. The central location of the society shall determine zone LWML membership

* Also doing business as (dba) Lutheran Women in Mission

Section 2

A women's organization within an LCMS congregation of the Oregon District shall be eligible for membership on fulfillment of the following:

- a. The organization shall present to the District Vice President of Servant Resources a written

application stating its desire to affiliate and the written approval of the congregation.

- b. The Oregon District Vice President of Servant Resources shall obtain verification of congregational standing from the Northwest District of the LCMS.
- c. Upon ratification of the Executive Committee of the Oregon District, the organization shall be approved for membership.

Section 3

- a. The organization shall be encouraged to write its own bylaws within one (1) year after acceptance into membership.
- b. The organization shall present the requested number of copies of its proposed bylaws and any subsequent amendments to the Oregon District Structure Committee for approval.
- c. Provided there is no conflict with the bylaws of the LWML or the Oregon District, the Oregon District Structure Committee shall grant approval of the proposed bylaws which are to be presented to the organization's membership for adoption.
- d. A copy of the organization's adopted bylaws shall be filed with the Oregon District Structure Committee Chairman.

Section 4

Individual membership is available to any woman who is a communicant member of an LCMS congregation, with or without a society affiliated with the Oregon District, and who participates by promoting the object of the LWML. Individual membership is not considered a society or a unit.

- a. Application for individual membership may be secured through the Oregon District Vice President of Servant Resources.
- b. An individual member has the rights and privileges of a member within the Oregon District, including voice and vote at zone events, and may attend district conventions with the privilege of voice but not vote.
- c. An individual member may hold an elected office or be appointed to a committee. As an elected officer or in the capacity of committee chairman, she has the privilege of vote.

ARTICLE IV - DISTRICT ORGANIZATION

Section 1

The Oregon District LWML shall organize its units into zones which shall:

- a. promote the object of the LWML;
- b. serve as rally/gathering centers;

- c. elect delegates for the purpose of representation at the biennial convention of the LWML.

Section 2

Units are assigned to zones by the Oregon District Executive Committee, following the circuit lines of the Northwest District LCMS, but may request reassignment by submitting their request in writing to the Oregon District President for action by the Executive Committee.

Section 3

Each zone shall write its own bylaws provided there is no conflict with the bylaws of the LWML and the Oregon District. The requested number of copies of zone bylaws and any subsequent proposed amendments shall be submitted to the Oregon District Structure Committee for approval prior to presentation to the zone. A copy of the adopted bylaws shall be filed with the Structure Committee Chairman and the President of the Oregon District.

Section 4

- a. The Oregon District shall be represented at the LWML convention by zone delegates. Representation shall be 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. Each certified delegate shall have a certified alternate.
- c. The names of the delegate(s) and alternate(s) shall be presented to the Oregon District President for certification by the deadline set and received by the LWML Recording Secretary by March 1 of odd-numbered years.
- d. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the Oregon District President and presentation to the LWML Recording Secretary.

* A major fraction of 10 is defined as six (6) or more.

ARTICLE V - CONVENTIONS AND REPRESENTATION

Section 1

- a. A convention for the purpose of transacting the business of the Oregon District shall be held biennially in the even-numbered years at a place determined by the Board of Directors.
- b. Zones or societies may extend invitations for hosting Oregon District conventions. Invitations shall be sent to the Oregon District President by November 1 in the odd-numbered years, at least three (3) years prior to the proposed date of the convention.

- c. The Board of Directors shall determine the dates of the convention.
- d. The official call to the convention shall appear in the district publication twelve (12) weeks prior to the convention.

Section 2

The voting assembly of the convention shall be:

- a. one (1) elected delegate from each unit;
- b. voting members of the Board of Directors;
- c. past district presidents who are current members of the Oregon District.

Section 3

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 4

- a. Each elected delegate shall have an elected alternate.
- b. The names of the delegates and alternates shall be submitted to the Oregon District President at least six (6) weeks prior to the convention by the Convention Registration Committee Chairman.
- c. In the event neither the delegate nor the alternate is able to serve, a member of the same society may serve as delegate upon certification in writing by the Zone President and presentation to the Oregon District President.

Section 5

Any member of the Oregon District registered at the convention shall have the privilege of voice.

Section 6

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

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 Human Care

Vice President of Servant Resources
Recording Secretary
Financial Secretary
Treasurer

Section 2

- a. The elected officers shall be elected by ballot at the biennial convention to serve for a term of four (4) years or until their successors are elected and shall not be eligible for consecutive reelection to the same office.
- b. The election of officers shall be as follows:
 1. The President, the Vice President of Human Care, the Vice President of Servant Resources, and the 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, the Recording Secretary, and the Treasurer shall be elected in the following convention.
 3. A majority vote shall elect.
 4. In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.
- c. The newly elected officers shall assume their duties at the close of the convention at which they are elected.
- d. The retiring Treasurer and the Financial Secretary shall, within sixty (60) days following election, turn over to their successors all materials pertaining to their offices. All other retiring officers shall, within thirty (30) days following election, turn over to their successors all material pertaining to their offices.

Section 3

- a. In the event a vacancy occurs in the office of President, the Board of Directors shall fill the vacancy. The election shall be by ballot vote. The candidates eligible to fill the vacancy shall be the Vice Presidents who are serving in the third or fourth year of their term of office. If there is no regularly scheduled meeting of the Board within thirty (30) days of the vacancy in the office of President, a special meeting shall be called by the Vice President of Servant Resources within thirty (30) days of such vacancy for the express purpose of electing a new president.
- b. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by the Executive Committee.
- c. 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; this is 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 meetings.

ARTICLE VII - DUTIES OF OFFICERS

Section 1

The President shall:

- a. be bonded in an amount determined by the Executive Committee;
- b. preside at conventions and at all meetings of the Board of Directors and the Executive Committee;
- c. be responsible for appointing standing chairmen and members, appointed officers, special appointed personnel, and special committees, with the approval of the Executive Committee;
- d. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of checks;
- e. be authorized to sign checks in case of an emergency;
- f. be an ex-officio member of all departments and committees except the Nominating Committee;
- g. be responsible for the implementation of resolutions passed by the convention body, Board of Directors, and Executive Committee;
- h. present a report to the convention, including activities of the Board of Directors;
- i. perform other duties as set forth in guidelines and procedures.

Section 2

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

- a. be coordinator of the Christian Life Department;
- b. submit a report to be printed in the convention manual;
- c. perform other duties as set forth in guidelines and procedures.

Section 3

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

- a. coordinate information to be published by the Oregon District LWML publication editor and webmaster;
- b. be alert for news of the LWML and the Oregon District and make it known to the membership, the church-at-large, and the general public;
- c. be coordinator of convention publicity and supervise the editing and printing of the newsletter at Oregon District convention;

- d. submit a report to be printed in the convention manual;
- e. perform other duties as set forth in guidelines and procedures.

Section 4

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

- a. be coordinator of the Gospel Outreach Department;
- b. serve as chairman of the Gospel Outreach Committee;
- c. receive mission grant proposals to be considered for inclusion on the mission grants ballot;
- d. chair the Grant Evaluation and Selection Meeting;
- e. present to the Executive Committee for consideration and approval the grants selected to be on the mission grants ballot;
- f. make an impartial presentation of the approved proposed grants to the convention;
- g. notify the grant submitters of the convention decisions;
- h. forward vouchers requesting adopted grant funding to the Oregon District President, for her signature;
- i. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted mission grant until completion;
- j. be responsible for the distribution of Mite Boxes within the Oregon District;
- k. submit a report to be printed in the convention manual;
- l. perform other duties as set forth in guidelines and procedures.

Section 5

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

- a. be coordinator of the Human Care Department;
- b. submit a report to be printed in the convention manual;
- c. perform other duties as set forth in guidelines and procedures.

Section 6

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

- a. be coordinator of the Servant Resources Department;
- b. serve as Membership Chairman, who shall:
 - 1. receive the applications of new societies and individual members;
 - 2. send copies of applications to the Oregon District President and the Financial Secretary;
 - 3. obtain verification from the Northwest District LCMS on congregational standing;
 - 4. present the names of new societies, individual members, and membership withdrawals to the Executive Committee for ratification;
 - 5. issue Certificates of Membership;
 - 6. notify the LWML President and the Oregon District Corresponding Secretary of new societies and withdrawals from membership;
 - 7. correspond annually with congregations not having an LWML society to encourage them to consider membership affiliation;
- c. 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 (See Article VI, Section 3a);
- d. initiate the procedure to fill a vacancy in the office of President, in the event a vacancy occurs;
- e. sign the expense vouchers of the President;
- f. submit a report to be printed in the convention manual;
- g. perform other duties as set forth in guidelines and procedures.

Section 7

The Recording Secretary shall:

- a. record the convention proceedings and meetings of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors, Executive Committee and past District Presidents with a copy of the minutes of its meetings within thirty (30) days following the meetings;
- c. provide a copy of the Oregon District convention minutes to each member of the Board of Directors, to each delegate, to societies having no representation, to the LWML President and the LWML Archivist-Historian, and to the Northwest District LCMS;
- d. provide a copy of the District Convention Manual to the LWML Archivist-Historian;
- e. submit a report to be printed in the convention manual;
- f. perform other duties as set forth in guidelines and procedures.

Section 8

The Financial Secretary shall:

- a. be bonded in an amount determined by the Executive Committee;
- b. receive all moneys, including the Special Gifts Fund, and deposit them in a financial institution approved by the Executive Committee;
- c. keep an itemized account of all receipts, send duplicate deposit slips monthly, to the Treasurer and a monthly report to the Oregon District President;
- d. submit an annual report to the Oregon District Board of Directors;
- e. serve as a member of the Finance Committee;
- f. submit records for review at the close of each biennium and with the change of officer;
- g. submit a report to be printed in the convention manual;
- h. perform other duties as set forth in guidelines and procedures.

Section 9

The Treasurer shall:

- a. be bonded in an amount determined by the Executive Committee;
- b. make all payments authorized by the President;
- c. keep an itemized record of all duplicate deposit slips and all disbursements;
- d. provide a financial report to each member of the Executive Committee at its meetings;
- e. provide a financial report to each member of the Board of Directors at its meetings;
- f. send a monthly financial report to the President;
- g. be responsible for disbursements of the Oregon District Special Gifts Fund as stated in the "Guidelines for Special Gifts Fund of the Oregon District LWML";
- h. serve as chairman of the Finance Committee;
- i. submit records for review at the close of each biennium and with the change of officer;
- j. submit a report to be printed in the convention manual;
- k. perform other duties as set forth in guidelines and procedures.

ARTICLE VIII - NOMINATIONS

Section 1

- a. A Nominating Committee of three (3) members shall be elected by ballot at the biennial Oregon District LWML Convention. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
- b. The candidate receiving the highest number of votes shall be the chairman of the committee.
- c. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
- d. The chairman of the committee shall attend Executive Committee meetings at the request of the President.

Section 2

The Nominating Committee shall:

- a. submit the names of at least one (1) or more candidates for each elective office to be filled;
- b. select candidates who are members of a society in the Oregon District or are individual members of the Oregon District;
- c. obtain written consent of all nominees to serve, if elected;
- d. submit the slate of candidates with résumés to the Vice President of Communication who shall submit this information to the editor of the Oregon District publication;
- e. submit the slate of candidates to the Webmaster of the Oregon District website;
- f. mail the slate of candidates with résumés to each society six (6) weeks prior to convention;
- g. prepare printed ballots with the names listed in alphabetical order for each office;
- h. perform other duties as set forth in guidelines and procedures.

Section 3

- a. Suggestions for nominations for elective offices may be made by individuals, societies or zones and shall be submitted to the Nominating Committee Chairman by January 1 of the convention year.
- b. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office.

Section 4

The Nominating Committee shall submit the names of at least one (1) or more candidates for Pastoral Counselor who are rostered pastors in the Oregon District LWML. Nominees shall be chosen from a list of nominees approved by the President of the Northwest District LCMS.

ARTICLE IX - APPOINTED OFFICERS

Section 1

The appointed officers shall be the Meeting Manager and the Planner, appointed by the President, and approved by the Executive Committee, and shall:

- a. be members of the Oregon District;
- b. serve a term of two (2) years and be eligible for reappointment;
- c. be advisory members of the Executive Committee;
- d. be voting members of the Board of Directors;
- e. be responsible to the President.

Section 2

The Meeting Manager shall:

- a. develop and administer meeting service support to the Board of Directors, Executive Committee, and Oregon District convention;
- b. maintain the Oregon District calendar;
- c. submit a report to be printed in the convention manual;
- d. perform other duties as set forth in guidelines and procedures.

Section 3

The Planner shall:

- a. be responsible for focusing the vision, through the planning process;
- b. serve as planning liaison/networker with the Northwest District LCMS and other entities;
- c. submit a report to be printed in the convention manual;
- d. perform other duties as set forth in guidelines and procedures.

ARTICLE X - SPECIAL APPOINTED PERSONNEL

Section 1

The special appointed personnel shall be the Archivist-Historian, Corresponding Secretary, Editor of the Oregon District publication, Parliamentarian, and Webmaster for the Oregon District Website, appointed by the President, and approved by the Executive Committee. These personnel shall be advisory members of the Board of Directors.

Section 2

The Archivist-Historian shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for reappointment;
- b. gather and preserve records and other materials of historical significance;
- c. write a history of the activities of the Oregon District for the biennium;
- d. submit a copy of the history each biennium to the LWML Archivist-Historian;
- e. be responsible to the President;
- f. submit a report to be printed in the Oregon District convention manual;
- g. perform other duties as set forth in guidelines and procedures.

Section 3

The Corresponding Secretary shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for one (1) successive reappointment;
- b. conduct the official correspondence of the Oregon District and report to the Board of Directors, the Executive Committee, and Oregon District convention;
- c. keep a file of names and addresses of committee members, zone officers, and the president or contact person from each society;
- d. provide the Board of Directors with a current and complete mailing list and e-mail list of the Executive Committee, Board of Directors, and committee members;
- e. send change of name and address of the Oregon District President to the LWML office;
- f. be responsible to the President;
- g. submit a report to be printed in the convention manual;
- h. perform other duties as set forth in guidelines and procedures.

Section 4

The Editor of the Oregon District publication shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for reappointment;
- b. be responsible for the Oregon District publication in consultation with the Vice President of

Communication and Pastoral Counselor;

- c. be the chairman of the editorial staff as needed;
- d. perform other duties as set forth in guidelines and procedures.

Section 5

The Parliamentarian shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for reappointment;
- b. serve as an advisor on parliamentary procedure to the President, officers, and individual members upon request;
- c. serve as a member of the Structure Committee;
- d. be responsible to the President;
- e. submit a report to be printed in the convention manual;
- f. perform other duties as set forth in guidelines and procedures.

Section 6

The Webmaster of the Oregon District website shall:

- a. serve a term of two (2) years or until her successor has been appointed, and shall be eligible for reappointment;
- b. update website in consultation with the Vice President of Communication and Pastoral Counselor;
- c. perform other duties as set forth in guidelines and procedures.

ARTICLE XI - BOARD OF DIRECTORS

Section 1

The Board of Directors shall be the elected officers, appointed officers, chairmen of standing committees, and the president of each zone or her representative. No member shall hold more than one (1) voting position on the Board of Directors. The Pastoral Counselors and special appointed personnel shall be advisory members. The immediate past president shall serve in an advisory capacity for one (1) year.

Section 2

- a. Regular meetings of the Board of Directors shall be held annually.
- b. Special meetings of the Board of Directors may be called by the President or at the written request of five (5) members of the Board of Directors.

- c. The majority of the voting members of the Board shall constitute a quorum.
- d. In case of an emergency, action may be taken by mail, phone, fax, or electronic messaging.

Section 3

The Board of Directors shall:

- a. transact the business of the Oregon District between conventions;
- b. carry out the business of the Oregon District approved in convention;
- c. determine the place of the convention, when such selection has not been made at prior convention;
- d. elect a President in the event a vacancy occurs in that office. (See Article VI, Section 3a).

ARTICLE XII - EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be the elected officers (See Article VI, Section 1). The Meeting Manager, the Planner, and the Pastoral Counselors shall be advisory members. The immediate past president shall serve in an advisory capacity for one (1) year.

Section 2

- a. The Executive Committee shall meet at the call of the President.
- b. Special meetings of the Executive Committee may be called by written request of three (3) voting members of the committee.
- c. Five (5) voting members shall constitute a quorum.
- d. In case of an emergency, action may be taken by mail, phone, fax, or electronic messaging.

Section 3

The Executive Committee shall:

- a. transact the necessary business between meetings of the Board of Directors;
- b. evaluate, promote, and coordinate activities of the LWML and the Oregon District in relation to their object and initiate programs to meet the needs of the membership;
- c. approve the mission goal work program for presentation to the convention body for adoption;
- d. determine the amount of bonds for the Treasurer, the Financial Secretary, and the President of the Oregon District;

- e. approve the financial institution for deposit of funds;
- f. approve appointed officers, committee appointments, special appointed personnel, and special committees;
- g. approve membership applications;
- h. plan and supervise the program of the convention;
- i. fill vacancies occurring in appointive offices;
- j. fill vacancies occurring in elective positions except of President (See Article VI, Section 3a and b)

ARTICLE XIII - PASTORAL COUNSELORS

Section 1

The Pastoral Counselors shall be two (2) LCMS rostered pastors within the geographical area of the Oregon District.

Section 2

The Pastoral Counselors shall serve a term of four (4) years and be ineligible for reelection to consecutive terms. One (1) Pastoral Counselor shall be elected at each convention. A majority vote shall determine election. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.

Section 3

The Pastoral Counselors shall:

- a. serve the Oregon District in an advisory capacity;
- b. serve as spiritual leaders to the officers and members of the Oregon District;
- c. prepare devotions and worship services as requested;
- d. serve as doctrinal advisors to committees as assigned by the President;
- e. attend the Oregon District conventions and meetings of the Board of Directors and Executive Committee as advisory members;
- f. submit reports to be printed in the Oregon District convention manual;
- g. perform other duties as set forth in guidelines and procedures.

Section 4

The junior Pastoral Counselor shall attend the LWML convention with the senior Pastoral Counselor as the alternate.

ARTICLE XIV - DEPARTMENTS AND STANDING COMMITTEES

Section 1

- a. The departments shall be Christian Life, Communication, Gospel Outreach, Human Care, and Servant Resources; with a vice president serving as coordinator of each department. The coordinator shall be an ex-officio member of the committees in the department with the exception of the Vice President of Gospel Outreach, who shall chair the Gospel Outreach Committee and the Grants Evaluation and Selection Meeting.
- b. The standing committees shall be Christian Life, Communication, Gospel Outreach, Human Care, Leader Development and Structure. The chairmen, except the chairman of the Gospel Outreach Committee, and the committee members shall be appointed by the President and approved by the Executive Committee. The chairmen shall be voting members of the Board of Directors.
- c. The standing committee members shall serve a term of two (2) years, and shall be eligible for one (1) reappointment to the same committee.

Section 2

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be coordinator of the department. The Christian Life Committee, consisting of the chairman and two (2) or more members, shall:

- a. provide materials to enable women to grow spiritually and to equip them to share the Gospel with all people;
- b. assist societies and zones in planning Christian Life programs as requested;
- c. promote the use of the LWML publication, the Oregon District publication, the Oregon District website, and the Mite Box;
- d. have its chairman report to each meeting of the Executive Committee and the Board of Directors;
- e. conduct a retreat held biennially in the odd-numbered years;
- f. submit a report to be printed in the convention manual;
- g. perform other duties as set forth in guidelines and procedures.

Section 3

The Communication Department shall include the editor of the Oregon District publication and the Oregon District Webmaster. The Vice President of Communication shall be coordinator of the

department. (See Article VII, Section 3 and Article X).

Section 4

The Gospel Outreach Department shall include the Gospel Outreach Committee. The Vice President of Gospel Outreach shall be coordinator of the department and shall be the chairman of the Gospel Outreach Committee and the Grants Evaluation and Selection Meeting.

The Gospel Outreach Committee, consisting of the chairman and two (2) or more members, shall:

- a. encourage active participation and provide materials and suggestions to provide greater mission consciousness among the women of the Oregon District;
- b. receive, investigate, and evaluate all mission grant proposals;
- c. submit a list of proposed mission grants for Executive Committee approval;
- d. provide each member society with a copy of the mission grant proposals at least six (6) weeks prior to convention date;
- e. have its chairman submit a list of approved mission grants to the Editor of the Oregon District publication to be printed in the issue prior to the convention;
- f. make an impartial presentation of the mission grant proposals to the convention;
- g. prepare the mission grant ballot for the Oregon District convention;
- h. submit reports to the Executive Committee and the Board of Directors on the progress of each adopted grant until completion or until the next Oregon District convention;
- i. submit a report to be printed in the convention manual;
- j. perform other duties as set forth in guidelines and procedures.

Section 5

The Human Care Department shall include the Human Care Committee and the Special Ministries Committee. The Vice President of Human Care shall be coordinator of the department.

- a. The Human Care committee, consisting of the chairman and two (2) or more members shall:
 1. encourage sensitivity in women toward those who are hurting and in need in the church, community, and world;
 2. encourage active participation in and provide hands-on resources for assistance and comfort to others and suggestions for human care programs;
 3. have its chairman report to each meeting of the Executive Committee and the Board of Directors;
 4. submit a report to be printed in the convention manual;

5. perform other duties as set forth in guidelines and procedures.
- b. The Special ministries Committee, consisting of the chairman and two (2) or more members shall:
1. include, but is not limited to, such areas of ministry as cross cultural, honorary seniors, and those with disabilities;
 2. provide materials and training to increase skills;
 3. create and provide ideas, techniques, and resources which will enrich and stimulate individuals in their participation of LWML programs and activities;
 4. have its chairman report to each meeting of the Executive Committee and the Board of directors;
 5. submit a report to be printed in the convention manual;
 6. perform other duties as set forth in guidelines and procedures.

Section 6

The Servant Resources Department shall include the Leader Development Committee, the Mission-Ministry Vision Consultants (hereinafter referred to as MMV), the Structure Committee and the Young Woman's Committee. The Vice President of Servant Resources shall be coordinator of the department.

- a. The Leader Development Committee, consisting of the chairman and two (2) or more members, shall:
1. identify women with special abilities and talents to serve in leadership positions in the LWML and the Oregon District;
 2. equip and encourage women by providing ideas, techniques, and resources which will enrich and stimulate individuals to serve in leadership positions where God has placed them;
 3. have its chairman report to each meeting of the Board of Directors;
 4. submit a report to be printed in the convention manual;
 5. perform other duties as set forth in guidelines and procedures.
- b. The MMV Consultants, consisting of all trained and currently active consultants, shall:
1. ignite meaningful, life-giving change in the mission and ministry of societies and zones in the Oregon District;
 2. develop spiritual renewal among the group;
 3. help the group establish a clear, meaningful, relevant mission and purpose;
 4. assist the group in identifying and developing life-giving organizational ministries;

5. provide continuing support to these groups;
 6. have a member designated by the Vice President of Servant Resources to report to each meeting of the Board of Directors;
 7. submit a report to be printed in the convention manual;
 8. perform other such duties as set forth in guidelines and procedures.
- c. The Structure Committee, consisting of the chairman and two (2) or more members and the Parliamentarian, shall:
1. study the bylaws of the Oregon District;
 2. submit to the Board of Directors for consideration, input, and preliminary approval such proposed changes as it deems advisable;
 3. submit proposed changes to the LWML Structure Committee for its review and approval;
 4. make necessary changes suggested by LWML Structure Committee;
 5. submit these proposed bylaw changes to the Board of Directors for final approval, prior to adoption at the Oregon District convention;
 6. submit the proposed changes to societies six (6) weeks prior to the Oregon District convention;
 7. send required number of copies of adopted amendments or revisions of the Oregon District bylaws, immediately after convention adoption, to the LWML Structure Committee Chairman;
 8. keep the bylaws and standing rules current and distribute to members of the Board of Directors, department members, and societies;
 9. receive and examine proposed bylaw changes of societies and zones, and approve those not in conflict with the Oregon District Bylaws;
 10. have its chairman report to each meeting of the Board of Directors;
 11. have its chairman submit a report to be printed in the Oregon District convention manual;
 12. perform other duties as set forth in guidelines and procedures.
- d. The Young Woman's Committee, consisting of a chairman and at least two (2) members from at least two (2) different zones, shall:
1. plan and coordinate special Oregon District LWML programs and functions for Young Woman members, Teens—Friends Into Serving Him and Young Woman Representatives and mentoring programs for them;
 2. create and provide ideas, techniques, and resources that encourage young women to participate in LWML programs and activities;

3. correspond with zone young woman representatives and zone presidents;
4. mentor the LWML YWR's before, during, and after the LWML convention to encourage participation in Oregon District LWML programs and activities;
5. have the chairman prepare a report to the Vice President of Servant Resources for each regular meeting of the District Executive Committee and Board of Directors;
6. submit a report to be printed in the convention manual;
7. perform other duties as set forth in guidelines and procedures.

ARTICLE XV - SPECIAL COMMITTEES

Section 1

The special committees shall be the Finance Committee and the Special Gifts Fund Committee, appointed by the President, with the approval of the Executive Committee, to serve a term of two (2) years and be eligible for one (1) successive reappointment.

Section 2

The Finance Committee, consisting of the Treasurer as chairman, the Financial Secretary, one (1) additional member, and one (1) Pastoral Counselor as advisor, shall:

- a. prepare a mission goal work program for the coming biennium;
- b. present the proposed mission goal work program to the Executive Committee for approval before adoption at the convention;
- c. review and evaluate the financial practices of the organization;
- d. prepare and recommend the organizational and convention budgets;
- e. perform other duties as set forth in guidelines and procedures.

Section 3

The Special Gifts Fund Committee, consisting of a chairman, the Treasurer, the Financial Secretary, two (2) additional members, and one (1) Pastoral Counselor as advisor, shall:

- a. operate according to the "Guidelines for Special Gifts Fund of the Oregon District LWML" as adopted and amended by the Oregon District Board of Directors;
- b. have its chairman report to each meeting of the Board of Directors;
- c. submit a report to be printed in the convention manual;

- d. perform other duties as set forth in guidelines and procedures.

Section 4

Additional committees may be authorized as deemed necessary by the Board of Directors, the Executive Committee, or the convention, to carry out a specified task of the Oregon District, at the completion of which the committee would cease to exist. The assembly authorizing such a committee shall determine the authority and responsibility of the committee.

ARTICLE XVI - DISTRICT PUBLICATION

Section 1

The official publication of the Oregon District shall be published four (4) times per year.

Section 2

The purpose of the official publication shall be:

- a. to promote the object of the LWML;
- b. to inform the membership of the activities of the officers and committees;
- c. to provide inspirational and educational articles;
- d. to provide news from zones, societies, and individuals.

ARTICLE XVII - MISSION GRANT PROPOSALS

Section 1

- a. Oregon District mission grant proposals may be submitted by individual members, societies, zones, and LCMS boards.
- b. The required number of copies of the proposal must be submitted to the Vice President of Gospel Outreach by September 30 in odd-numbered years.

Section 2

The Gospel Outreach Committee Chairman shall:

- a. submit to the Northwest District LCMS Executive Director for Missions and Stewardship for evaluation and approval all proposed grants to be used within the Northwest District;
- b. submit to the LCMS Executive Director of Board for Mission Services for evaluation and approval all proposed grants to be used outside the Northwest District.

Section 3

- a. Funds voted for a mission grant must be disbursed or put into use within two (2) biennium, the biennium in which the grant was voted upon and the one following, or be reallocated by the Board of Directors.
- b. In the event that changes in mission grant plans arise because of changing conditions, the Board of Directors shall be authorized to act, either in session, by mail, phone, fax, or by electronic messaging.

Section 4

A list of the proposed mission grants with descriptions shall be sent to each society six (6) weeks prior to the Oregon District convention.

Section 5

A plurality of votes shall determine the grants selected.

Section 6

Suggestions for LWML mission grants shall be sent to the Oregon District President no later than August 1 of the year preceding the LWML convention year. Thirteen (13) copies must be submitted. If approved by the Oregon District Executive Committee, twelve (12) copies shall be sent to the LWML Gospel Outreach Chairman, by September 30 in odd-numbered years, for consideration by the LWML Mission Advocacy and Grants Committee.

ARTICLE XVIII - RESOLUTIONS

Section 1

Miscellaneous resolutions and appeals by societies or zones, other than for mission grants, may be presented to a convention upon approval by the Board of Directors. Such resolutions shall be in triplicate form and sent to the Oregon District President postmarked by January 10 of the convention year.

Section 2

Resolutions not received in the prescribed time may, by two-thirds (2/3) vote of the Board of Directors, be presented in writing to the convention for consideration. Two copies in writing shall be presented, one to the President and one to the Recording Secretary of the Oregon District.

ARTICLE XIX - FINANCES

Section 1

- a. Mite offerings in societies shall be gathered, using Mites Boxes or other means.

- b. Mite offerings shall be remitted to the Oregon District Financial Secretary.
- c. The Oregon District Treasurer shall remit twenty-five percent (25%) or more of the mite offerings to LWML at least four (4) times a year for approved mission grants and administration of the LWML.
- d. The Oregon District Treasurer shall retain seventy-five percent (75%) or less of the mite offerings in its treasury for funding approved mission grants and administration of the Oregon District.

Section 2

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

Section 3

Zones shall send seventy-five percent (75%) of rally offerings to the Oregon District Financial Secretary to be deposited in the Oregon District treasury.

Section 4

Offerings received at Oregon District conventions shall be applied to the adopted mission grants or special grants proposed by the Executive Committee.

Section 5

The financial records shall be kept in accordance with GAAP (Generally Accepted Accounting Principles) standards and reviewed by a Licensed Accountant Consultant at the end of each biennium or in the event of an unscheduled change of a financial officer.

ARTICLE XX - FISCAL YEAR

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

ARTICLE XXI - RESIGNATIONS AND DISSOLUTION

Section 1

Any society which desires to sever its connection with the Oregon District shall submit to the Vice President of Servant Resources a written resignation giving reasons for such action. This resignation shall be acted upon by the Executive Committee.

Section 2

The Oregon District cannot be dissolved so long as five (5) societies demand its continuance. In case of dissolution, all properties are to be kept in trust by the Northwest District LCMS Treasurer.

ARTICLE XXII - 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 Oregon District Executive Committee shall have the authority to determine whether the convention shall or shall not be held; a two-thirds (2/3) vote of the Executive Committee shall decide, and vote may be taken by mail, phone, fax, or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedure for conducting the routine convention business. Such procedure shall be approved by the Board of Directors.

ARTICLE XXIII - PARLIAMENTARY AUTHORITY

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

ARTICLE XXIV - AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote at the convention. The proposed amendments shall have been approved by the LWML Structure Committee, presented for approval to the Oregon District Board of Directors, and submitted to each society six (6) weeks prior to convention. By unanimous vote a proposed amendment may be presented to the convention without prior notice. A three-fourths (3/4) vote shall be required for adoption.

Original Charter Date: 1942 (Oregon, Washington and Idaho District)

Date on Original Bylaws: 1942

Date of last revision: June 30, 1996

Date of adoption of these bylaws: Oregon District Convention, June 2010, Eagle Crest, OR