



# **Bylaws of the Oregon District Lutheran Women's Missionary League**

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**June 2024**

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# OREGON DISTRICT LUTHERAN WOMEN'S MISSIONARY LEAGUE BYLAWS

## 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 directly sponsored or approved by 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: Membership

- a. A woman who is a communicant member of an LCMS congregation is eligible for membership in a local group or as an individual member.
- b. Women's organizations within LCMS congregations, on campuses, in resident homes, or in other settings, shall be eligible for membership as local groups.
- c. One (1) or more local groups 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.
- d. Women who hold membership in an LCMS congregation may form a local group 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 local group shall determine zone LWML membership.
- e. Individual membership is available to a woman in an LCMS congregation with or without a local group affiliated with the LWML. Individual membership is not considered a local group or a unit, nor does it confer voting privileges.

### Section 2: Member Local Groups

- a. A women's organization shall be eligible for membership on fulfillment of the requirements in the Procedures Manual.
- b. The organization shall write its own bylaws and submit them to the Oregon District Structure Committee for approval as required in the Oregon District Procedures Manual.

### **Section 3: Individual Membership**

- 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: Zones**

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: Zone Assignment**

Units are assigned to zones by the Oregon District Executive Committee but may request reassignment by submitting their request in writing to the Oregon District President for action by the Executive Committee.

### **Section 3: Zone Bylaws**

Each zone shall write its own bylaws provided there is no conflict with the bylaws of the LWML and the Oregon District. Bylaws and their amendments shall be processed as required in the Procedure Manual.

### **Section 4: LWML Convention Delegates**

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 (A major fraction of 10 is defined as six (6) or more) as of January 1 preceding the convention.

- a. Each certified delegate shall have a certified alternate.
- b. 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 in odd numbered years.
- c. 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.



## ARTICLE V — DISTRICT CONVENTIONS AND REPRESENTATION

### Section 1: Date and Location

- 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. The Board of Directors shall determine the dates of the convention.
- c. The official call to the convention shall appear in the District publication twelve (12) weeks prior to the convention.
- d. In the event of a change of convention location and/or date, the Executive Committee of the Oregon District will grant approval.
- e. Conventions shall be hosted by Oregon District Zones on a rotation schedule as designated in the standing rules.

### Section 2: Voting Assembly

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: Voting

- a. A member of the voting assembly shall vote in (1) capacity only. Proxy votes are prohibited.
- b. Each elected delegate shall have an elected alternate.
- c. In the event neither the delegate nor the alternate is able to serve, a member of the same unit may serve as delegate upon certification in writing by the Zone President and presentation to the Oregon District President.
- d. Any member of the Oregon District registered at the convention shall have the privilege of voice.
- e. A majority of the registered voting assembly shall constitute a quorum.

## ARTICLE VI — OFFICERS AND ELECTIONS

### Section 1: Elected Officers

The elected officers shall be:

- President
- Vice President of Christian Life
- Vice President of Communication
- Vice President of Gospel Outreach
- Vice President of Special Focus Ministries
- Vice President of Servant Resources

- Recording Secretary
- Financial Secretary
- Treasurer

## **Section 2: Overview**

- 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. 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, the Vice President of Special Focus Ministries, 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 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 the election, turn over to their successors all material pertaining to their offices.

## **Section 3: Vacancy Procedures**

- 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 elected position, such vacancy shall be filled by the approval of 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: Officer Duties**

The President, Vice Presidents, Recording Secretary, Financial Secretary and Treasurer shall perform the following duties along with their specific duties outlined further in the ARTICLE VII DUTIES OF OFFICERS. They shall:

- a. report to the Executive Board and the Board of Directors;
- b. may perform the duties of the office of the President, in the absence or at the request of the President;
- c. present a report to be printed in the convention manual, including department activities;
- d. perform other duties as set forth in the Standing Rules and the Procedures Manual.

### **Section 2: President**

The President shall:

- a. be bonded at the expense of the District 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 responsible for oversight of the Financial Secretary and Treasurer;
- f. be authorized to sign checks in case of an emergency;
- g. be an ex-officio member of all departments and committees except the Nominating Committee;
- h. be responsible for the implementation of resolutions passed by the convention body, Board of Directors, and Executive Committee;
- i. be responsible signer for vouchers, contracts, and other District-related documents.

### **Section 3: Vice President of Christian Life**

The Vice President of Christian Life shall be coordinator of the Christian Life Department.

### **Section 4: Vice President of Communication**

The Vice President of Communication shall:

- a. be coordinator of the Communication Department;
- b. disseminate news of the LWML and the Oregon District to make it known to the membership, the church at large, and the general public;
- c. be coordinator of convention publicity;

- d. oversee and review all publications of the Oregon District.

### **Section 5: Vice President of Gospel Outreach**

The Vice President of Gospel Outreach shall:

- a. be coordinator of the Gospel Outreach Department;
- b. serve as chairman of the Mission Grant Selection Committee;
- c. receive mission grant proposals;
- d. present to the Executive Committee for consideration and approval the grants selected for the mission grants ballot;
- e. prepare the mission grants ballot for the convention;
- f. make an impartial presentation of the approved proposed mission grants to the convention;
- g. requisition and disburse mission grant funds and monitor the progress of each recipient until completion;
- h. report to the Executive Committee and to the Board of Directors on the progress of each adopted mission grant until completion.

### **Section 6: Vice President of Servant Resources**

The Vice President of Servant Resources shall:

- a. be coordinator of the Servant Resources Department;
- b. serve as Membership Chairman;
- c. in the event of an emergency or unexpected vacancy in the office of the President, she shall 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.

### **Section 7: Vice President of Special Focus Ministries**

The Vice President of Special Focus Ministries shall be coordinator of the Special Focus Ministries Department.

### **Section 8: Recording Secretary**

The Recording Secretary shall:

- a. prepare minutes of 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. receive credentials of certified delegates and alternates prior to the convention;

- d. compile the convention manual;
- e. provide a copy of the Oregon District convention minutes to each member of the Board of Directors, to each delegate, to local groups having no representation, to the LWML President and the LWML Archivist-Historian, and to the Northwest District LCMS;
- f. provide a copy of the District Convention Manual to the LWML Archivist-Historian.

### **Section 9: Financial Secretary**

The Financial Secretary shall:

- a. be bonded at the expense of the District in an amount determined by the Executive Committee;
- b. receive all monies, 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 a deposit report 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. be responsible for the recordkeeping and subscriptions of the Lutheran Women's Quarterly.

### **Section 10: Treasurer**

The Treasurer shall:

- a. be bonded at the expense of the District in an amount determined by the Executive Committee;
- b. make all payments authorized by the President;
- c. keep an itemized record of all deposit slips received from Financial Secretary 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.

## ARTICLE VIII—NOMINATIONS

### Section 1: Overview

- 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: Duties

The Nominating Committee shall:

- a. submit the names of at least one (1) candidate for each elective office to be filled;
- b. select candidates who are members of a local group in the Oregon District or are individual members of the;
- 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 and the Webmaster of the Oregon District website;
- e. mail the slate of candidates with résumés to each local group six (6) weeks prior to convention;
- f. prepare printed ballots with the names listed in alphabetical order for each office.

### Section 3: Non-Committee Nominations

- a. Suggestions for nominations for elective offices may be made by individuals, local groups or zones and shall be submitted to the Nominating Committee Chairman by **December 1 of the year prior** 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: Pastoral Counselors

The Nominating Committee shall submit the names of at least one (1) or more candidates for Pastoral Counselor who are rostered or rostered emeriti 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: Appointed Officers**

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. attend all meetings of the Executive Committee, Board of Directors, and District conventions;
- d. be advisory members of the Executive Committee;
- e. be voting members of the Board of Directors;
- 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 the Standing Rules and the Procedures Manual.

**Section 2: Meeting Manager**

The Meeting Manager shall:

- a. develop and administer meeting service support for all Executive Committee and Board of Directors' meetings and the District conventions as directed by the District President;
- b. be responsible for crisis management at meetings and conventions.

**Section 3: Planner**

The Planner shall:

- a. be responsible for focusing the LWML vision, goals, and primary targets through the planning process;
- b. serve as planning liaison/networker with the Northwest District LCMS and other entities;
- c. if needed, appoint a Visioning Committee consisting of the Planner as chairman and three or more additional members with a Pastoral Counselor as advisor. The work of the Visioning Committee is to lay out major goals and programs of the District. The President, as an ex officio member, is to be invited to all Visioning Committee meetings.

**ARTICLE X — SPECIAL APPOINTED PERSONNEL**

**Section 1: Overview**

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. The Special Appointed Personnel shall:

- a. be members of the Oregon District;

- b. serve a term of two (2) years or until her successor has been appointed, and be eligible for reappointment;
- c. be advisory members of the Board of Directors and attend meetings as advisory members at the request of the President;
- d. be responsible to the President;
- e. present a report to be printed in the convention manual;
- f. perform other duties as set forth in Standing Rules and Procedures Manual.

## **Section 2: Archivist-Historian**

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical significance;
- b. write a history of the activities of the Oregon District for the biennium;
- c. submit a copy of the history each biennium to the LWML Archivist-Historian.

## **Section 3: Corresponding Secretary**

The Corresponding Secretary shall:

- a. conduct the official correspondence of the Oregon District;
- b. keep an electronic record of names and addresses of committee members, zone officers, and the president or contact person from each local group;
- c. provide the Board of Directors with a current and complete mailing list and email list of the Executive Committee, Board of Directors, and committee members;
- d. send change of name and address of the Oregon District President to the LWML office.

## **Section 4: Editor**

The Editor of the Oregon District publication shall:

- a. be responsible for the Oregon District publication in consultation with the Vice President Communication and Pastoral Counselors;
- b. be the chairman of the editorial staff as needed;
- c. be a member of the Communication Department.

## **Section 5: Parliamentarian**

The Parliamentarian shall:

- a. serve as an advisor on parliamentary procedure to the President, officers, and individual members upon request;
- b. serve as an ex-officio member of the Structure Committee.



**Section 6: Webmaster**

The Webmaster of the Oregon District website shall:

- a. update website in consultation with the Vice President of Communication and Pastoral Counselors;
- b. be a member of the Communication Department.

**ARTICLE XI — BOARD OF DIRECTORS**

**Section 1: Membership**

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: Meetings**

- a. Regular meetings of the Board of Directors shall be held *biannually*.
- 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. A 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, or electronic messaging.

**Section 3: Function**

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. elect a President in the event a vacancy occurs in that office. (See Article VI, Section 3a).

**ARTICLE XII — EXECUTIVE COMMITTEE**

**Section 1: Overview**

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: Meetings**

- 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, or electronic messaging.

### **Section 3: Function**

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 appointed offices;
- j. fill vacancies occurring in elective positions except **the office** of President (See Article VI, Section 3a and b).

## **ARTICLE XIII — PASTORAL COUNSELORS**

### **Section 1: Overview**

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

### **Section 2: Term**

- a. 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 the election. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.
- b. In case of vacancy, a replacement shall be appointed by the District President, with the approval of the Executive Committee, to complete the unexpired term.

### **Section 3: Function**

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. present a report to be printed in the convention manual;
- g. perform other duties as set forth in the Standing Rules and the Procedures Manual.

#### **Section 4: LWML Convention Pastoral Representative**

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: Overview**

- a. The departments shall be Christian Life, Communication, Gospel Outreach, Special Focus Ministries, 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, Leader Development, Structure, Mission Servants, Membership, Young Women, Heart to Heart, and Special Ministries. 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.
- d. Standing committee chairmen shall report to each meeting of the Executive Committee and the Board of Directors.
- e. Standing committees shall perform other duties as set forth in the Standing Rules and Procedures Manual.

### **Section 2: Christian Life**

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 local groups 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. conduct a retreat held biennially in the odd numbered years;
- e. oversee the District prayer coordinator.

### **Section 3: Communication**

The Communication Department shall include the editor of the Oregon District publication, the Oregon District Webmaster, and the Visioning Committee. The Vice President of Communication shall be coordinator of the department. The Communication Department shall:

- a. disseminate news of the LWML and the Oregon District to make it known to the membership, the church at large, and the general public;
- b. encourage use of the LWML and Oregon District websites;
- c. oversee and review all publications of the Oregon District.

### **Section 4: Gospel Outreach**

The Gospel Outreach Department shall include the Gospel Outreach and Mission Servants Committees. The Vice President of Gospel Outreach shall be coordinator of the department and shall be the chairman of the Gospel Outreach Committee and the Mission Grants 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 local group 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.

The Mission Servants committee, consisting of the coordinator and 2 or 3 committee members shall:

- a. encourage sensitivity in women toward those who are hurting and in need in the church, community, and world;
- b. encourage active participation in and provide hands-on resources for assistance and comfort to others and suggestions for Mission Servants' programs.

## **Section 5: Servant Resources**

The Servant Resources Department shall include the Leader Development and Structure Committees. The Vice President of Servant Resources shall be coordinator of the department.

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

- a. identify women with special abilities and talents to serve in leadership positions in the LWML and the Oregon District;
- b. 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.

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

- a. study the bylaws of the Oregon District and submit to the Board of Directors for consideration, input, and preliminary approval such proposed changes as it deems advisable;
- b. submit proposed changes to the LWML Structure Committee for its review and approval as requested by the LWML Structure Committee Chairman;
- c. make necessary changes suggested by the LWML Structure Committee;
- d. submit these proposed bylaw changes to the Board of Directors for final approval, prior to adoption at the Oregon District convention;
- e. submit the proposed changes to local groups six (6) weeks prior to the Oregon District convention;
- f. send an electronic copy of adopted amendments or revisions of the Oregon District bylaws, immediately after convention adoption, to the LWML Structure Committee Chairman;
- g. keep the bylaws and standing rules current and distribute to members of the Board of Directors, department members, and local groups;
- h. receive and examine proposed bylaw changes of local groups and zones and approve those not in conflict with the Oregon District Bylaws.

## **Section 6: Special Focus Ministries**

The Special Focus Ministries shall include Young Women's Committee, Heart to Heart, and Special Ministries Committee. The Vice President of Special Focus Ministries shall be the coordinator of the department.

The Young Women's Committee, consisting of a chairman and at least two (2) members shall:

- a. plan and coordinate special Oregon District LWML programs and functions for Young Women members, Youth in Mission, and Young Women Representatives (YWR) and mentoring programs for them;
- b. create and provide ideas, techniques, and resources that encourage young women to participate in LWML programs and activities;
- c. correspond with zone Young Women representatives and zone presidents;

- d. mentor the LWML YWRs before, during, and after the LWML convention to encourage participation in Oregon District LWML programs and activities.

The Heart to Heart chairman shall:

- a. encourage women of diverse ethnic backgrounds of the District LCMS congregation to become active participants in LWML;
- b. be responsible for the Heart to Heart program at the District convention.

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

- a. include, but is not limited to, such areas of ministry as cross cultural, honorary seniors, and those with disabilities;
- b. provide materials and training to increase skills;
- c. create and provide ideas, techniques, and resources which will enrich and stimulate individuals in their participation of LWML programs and activities.

## **ARTICLE XV — SPECIAL COMMITTEES**

### **Section 1: Overview**

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: Finance Committee**

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.

### **Section 3: Special Gifts Fund Committee**

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 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, found in the Procedures Manual.

The chairman shall:

- a. report to each meeting of the board of directors;
- b. submit a report to be printed in the Convention Procedures Manual;

- c. perform other duties as set forth in Standing Rules and Procedure Manual.

#### **Section 4: Additional Committees**

Additional committees may be authorized as deemed necessary by the Board of Directors and the Executive Committee.

### **ARTICLE XVI — DISTRICT PUBLICATION**

#### **Section 1: Frequency**

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

#### **Section 2: Purpose**

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, local groups, and individuals.

### **ARTICLE XVII — MISSION GRANT PROPOSALS**

#### **Section 1: Submission of Grants**

- a. Individual members, local groups, zones, and LCMS Offices may submit Oregon District mission grant proposals.
- 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: Evaluation of Grants**

The Gospel Outreach Committee Chairman shall:

- a. submit to the Northwest District LCMS President for evaluation and approval all proposed grants to be used within the Northwest District;
- b. submit to the LCMS Director of National Missions for evaluation and approval all proposed grants to be used outside the Northwest District to be used nationally;
- c. submit to the LCMS Director of International Missions for evaluation and approval of all proposed grants to be used internationally.

#### **Section 3: Funds Disbursement**

- 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, or by electronic messaging.
- c. If the total Mission Grant Goal has been met for the current biennium, mite offerings will go towards the next biennium's Mission Grant Goal.

#### **Section 4: Grant Communication**

An electronic list of the proposed mission grants with descriptions shall be sent to each Zone President six (6) weeks prior to the Oregon District convention. The Zone Presidents will disburse the proposed mission grant list to their respective local groups six (6) weeks prior to the Oregon District convention.

#### **Section 5: Grant Voting**

A plurality of votes by the District voting body at convention shall determine the grants selected.

#### **Section 6: Grant Procedures**

LWML Mission Grant Proposals shall:

- a. be submitted to the District by members, local groups, or zones in accordance with Article XVII of the LWML Bylaws. The requested number of copies for each proposal must be submitted to the Vice President of Gospel Outreach by the required date in the odd numbered years;
- b. be reviewed and evaluated by the Gospel Outreach Committee members, Pastoral Counselors and District President;
- c. be approved by the District Executive Committee and Board of Directors.

### **ARTICLE XVIII — RESOLUTIONS**

#### **Section 1: Resolutions and Appeals**

Miscellaneous resolutions and appeals by local groups or zones, other than for mission grants, may be presented to a convention upon approval by the Board of Directors. Such resolutions shall be sent to the Oregon District President.

#### **Section 2: Late Resolutions**

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

### **ARTICLE XIX — FINANCES**

#### **Section 1: Mite Offerings**

- a. Mite offerings in local groups 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%) of the mite offerings to LWML monthly for adopted mission grants and administration of the LWML.**



- d. The Oregon District Treasurer shall retain seventy-five percent (75%) of the mite offerings for funding adopted mission grants of the Oregon District.

## **Section 2: Meeting Expenses**

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: Zone Contribution**

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: Convention Offerings**

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

## **Section 5: Records and Review**

The financial records shall be kept in accordance with GAAP (Generally Accepted Accounting Principles) standards and reviewed by a Licensed Accountant 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.

# **ARTICLE XXI — RESIGNATIONS AND DISSOLUTION**

## **Section 1: Local Group Resignation**

Any local group 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: Oregon District Dissolution**

The Oregon District cannot be dissolved so long as five (5) local groups 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, 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 a 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 Executive Committee and Board of Directors, and submitted to each local group 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.

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*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*  
*Date of adoption of these bylaws: Oregon District Convention, July 2018, Salem, OR*  
*Date of adoption of these bylaws: Oregon District Convention, June 2020, Hillsboro, OR*  
*Date of adoption of these bylaws: Oregon District Convention, June 2022, McMinnville, OR*  
*Date of adoption of these bylaws: Oregon District Convention, June 2024, Tualatin, OR*