

OREGON DISTRICT LWML  
STANDING RULES WITH HISTORY

Approved 6/29/20

Standing rules are adopted by a majority vote at any regular business meeting. They are amended by a two-thirds (2/3) vote without previous notice or by a majority vote with such a notice. They can be suspended for the duration of any session (but not for longer) by a majority vote. Standing rules cannot conflict with the bylaws.

**Assessments and Vouchers**

1. An annual assessment, based on membership shall be made of each society and each individual member to the District Treasury.
  
18. All completed and approved vouchers, with receipts attached, for reimbursement of convention expenses are to be submitted to the District President no later than six (6) weeks after the close of the National or District Convention.

**National LWML Expenses**

2. Expenses of travel, registration, housing based on double occupancy for no more than 4 days, and convention meals for zone delegates, one (1) District Pastoral Counselor, and the District President (those not borne by the national level of the LWML) to attend the National LWML Conventions shall be paid from the District Treasury
  
- 2a. Travel to and from local airports to go to or back from the convention will not be covered. Airport parking at the local airport is not reimbursable.
  
- 2b. In the case of individuals using personal cars for transportation to the convention site that would normally be made by air, mileage will be allowed at the current IRS mileage reimbursement rate guidelines as of January of the current calendar year provided it is less than the lowest available airfare. Documentation of roundtrip using mapping software must accompany reimbursement request. Travelers may opt to request gasoline reimbursement in lieu of mileage rate with itemized receipts.

**Oregon District Convention Expenses**

3. Travel expenses for society delegates, District Board of Directors, and authorized standing committee members to attend District Conventions shall be paid at the rate of thirty (30) cents per mile from the District Treasury.
  
4. Expenses of registration, housing, and convention meals for the District President and the District Pastoral Counselors to attend District Conventions shall be paid from the District Treasury.

5. Registration expenses shall be paid from the District Treasury to attend the District Convention for the following District personnel: District elected and appointed officers, District standing committee chairmen, District appointed convention chairman and co-chairman. District President has the discretion to wave registration fees for any additional personnel with the approval of the Executive Committee.
28. Expenses of registration, housing and convention meals for spouses of our District Pastoral Counselors shall be paid from the District Convention budget.
6. In the event a zone or society chooses to send a Young Woman, also known as YW, preferably 22 to 35 years of age, to the Oregon District Convention, all expenses will be paid by zone or society or individual. A YW will attend all sessions of the convention.
7. There is to be a combined District LWML Choir at each District Convention. The Director is to be paid an honorarium and if music is ordered, it is to be paid as a convention expense.
16. The Oregon District President shall have the option to invite a guest/guests for a convention meal if meals are available and if the convention can cover the expense, the option of waiving the registration fee. The President would confer with the Convention Chairmen and Oregon District Treasurer.
17. The Oregon District President shall be allowed to request additional funding from member societies to assist with expenses for any Oregon District member nominated to the LWML Convention slate whose expenses are not already funded.
19. LCMS pastors shall be guests of the Oregon District LWML at District Conventions and shall not be required to pay the registration fee. Housing and meals are not covered.
20. In the event the Oregon District LWML chooses one or two Young Women Representatives to attend a National Convention, all expenses, including registration, travel, housing, and convention meals will be paid by the district from the District Treasury.
22. Young Women Representatives who have attended the National LWML Convention, as Oregon District Representatives will have their registration and mileage paid to the Oregon District Convention to which they have been appointed to help facilitate the District Convention's Young Women's program.

#### **Executive Committee and Board of Directors Expenses**

11. Executive Committee, Board of Directors, and authorized standing committee members shall be paid travel expenses at the rate of thirty (30) cents per mile to attend Executive Committee and Board of Directors meetings from the District Treasury.

27. The Oregon District will pay for an overnight stay for our Pastoral Counselor(s) for Executive Committee and Board of Directors meetings in the event that such a stay is needed.

### **Zone Rally Expenses**

12. Travel expenses for the District President or her representative to attend one (1) rally a year in each zone shall be paid at the rate of thirty (30) cents per mile from the District Treasury. The housing expenses, if necessary, for the District President or her representative to attend one (1) rally a year in each zone shall be paid from the District Treasury. In the Spring of the year, the zones incur the expense of additional travel for the District President or her representative at the rate of thirty (30) cents per mile.

### **District Information**

8. All minutes of the District LWML Conventions, as reviewed by the appointed Minutes Review Committee, shall be sent to the delegates September 1 following the convention. The Board of Directors shall adopt the minutes at its first meeting after that date.
9. A display of Christian Life materials, Christian books and literature, reviewed by the District President and District Christian Life Committee and District Counselor(s), may be exhibited for sale at the district LWML conventions, retreats, zone rallies, and Christian Life workshops. Christian Life materials may exhibit for sale at the LCMS NW District Convention if permission is granted.
10. When a member of the Board of Directors has two (2) voting positions, such as zone president and standing committee chairman, the elected office has precedence over the committee appointment. Therefore, the second member of the committee shall be authorized to have the voting position.
13. The official district publication shall be published in spring, summer, fall, and winter. The issue immediately following the district convention shall include coverage of the district convention.
14. Publishing and electronic mailing of the Oregon District publication shall be such that the publication is received by the societies six (6) weeks after the article deadline dates.
30. The following rotating schedule of Zone host(s) for the Oregon District Convention is as follows:
  - 2016 – Emerald & Myrtlewood
  - 2018 – Willamette
  - 2020 – Juniper & Southern
  - 2022 – Pacific & West Hills
  - 2024 – Mt. Hood & Interstate

31. Mite grant disbursement requests will be accepted after November 1<sup>st</sup> of the year grants are adopted at the Oregon District Convention

### **Memorial Expenses**

15. A memorial of twenty-five dollars (\$25.00) will be given from the Oregon District Treasury to the LWML Endowment Fund and twenty-five dollars (\$25.00) to the Oregon District LWML Special Gifts Fund and Memorial Fund on the death of the current or a past Oregon District President.

### **Other Non-Convention Expenses**

21. In years when special LWML events, such as Assembly of Leaders, are held, the necessary district expenses for authorized district personnel to attend shall be paid from the District Treasury.
25. Oregon District LWML establishes an annual Zone President's Retreat under the supervision of the Servant Resources department. Zones are asked to make a thirty-five-dollar (\$35.00) donation to cover mileage and partial registration expenses. The remainder of the funding needs will be taken from the Servant Resources budget.

### **Need Bylaw or Procedures Manual**

26. 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.  
Result from 2/22/20 EC and BoD meeting minutes: **Standing Rule #26** was not voted in as a bylaw, but still believe this needs to be documented as a bylaw. Need to pursue for 2022.