BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE
NEW ENGLAND DISTRICT

ARTICLE I - NAME

The name of this organization shall be the Lutheran Women's Missionary League - New England District (hereinafter referred to as LWML-NED) of The Lutheran Church–Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II - OBJECT

The object of the LWML-NED shall be:

a. to promote Christian fellowship and to develop and maintain a greater mission consciousness among the women of the LCMS through mission inspiration, mission education, and mission service;
b. to gather funds for the mission grants approved by boards of The Lutheran Church–Missouri Synod New England District (hereinafter referred to as LCMS-NED), especially those for which no adequate provisions have been made in the LCMS budget;
c. to implement the programs and policies of the Lutheran Women's Missionary League (hereinafter referred to as LWML).

ARTICLE III - MEMBERS

a. A women's organization within a congregation, on a campus, in a resident home, or other settings of the LCMS shall be eligible for membership as a society.
b. One (1) or more societies affiliated with the LWML-NED within a congregation, on a campus, in a resident home, or other setting shall be considered one (1) unit.
c. Application for membership shall be made in writing to the LWML-NED President. The organization shall become a member upon receipt of a letter of acknowledgment from the LWML-NED President.
d. Individual membership is available to women in LCMS congregations with or without an organization affiliated with LWML. They will be encouraged to receive the *Lutheran Woman's Quarterly*, participate in LWML programs, and contribute to mission grants; individual membership conveys no voting powers at LWML-NED and LWML conventions.

ARTICLE IV - DISTRICT ORGANIZATION

Section 1

The LWML-NED shall be under the guidance of LCMS-NED.

Section 2

The LWML-NED shall be composed of zones which shall:

a. be formed by and under the supervision of LWML-NED;
b. promote the objectives of LWML;
c. elect delegate(s) for the purpose of representation at the biennial convention of LWML;
d. adopt its own bylaws which shall be in conformity with the object and basic principles of the Articles of Incorporation and Bylaws of the LWML. Bylaws and subsequent amendments shall be submitted in the required number of copies to the LWML-NED Structure Committee Chairman for approval by the Executive Committee before being presented to the Zone membership for adoption.

Section 3

The organizations of the zones shall:

a. be encouraged to order the *Lutheran Woman's Quarterly* and LWML-NED publication (*Beacon*) from the News

Circulation Manager, and Mite Boxes from the LWML-NED Treasurer for distribution to their members;
b. make payment to the LWML-NED Treasurer to defray the cost of the *Lutheran Woman's Quarterly* and LWML-NED publication (*Beacon*);
c. send Mite Box offerings to the LWML-NED Treasurer at least four (4) times annually.

ARTICLE V - CONVENTIONS AND REPRESENTATION

Section 1

a. A convention of the LWML-NED shall be held biennially in the even-numbered years. Convention publicity shall be distributed at least five (5) months prior to convention.
b. The voting body of the convention shall be:
   (1) certified delegates from each society with each society entitled to two (2) certified delegates and if possible, certified alternate(s);
   (2) members of the LWML-NED Board of Directors and past district presidents.
c. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.
d. 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 district convention registrar.
e. Credentials of the voting body shall be in the hands of the LWML-NED President and the convention registration chairman three (3) weeks before the district convention.
f. A majority of the registered voting body present shall constitute a quorum.

Section 2

LWML conventions are held biennially in the odd-numbered years, according to the LWML Bylaws. The LWML-NED President shall attend as a voting member of the LWML Presidents Assembly; any elected LWML-NED officer may attend in her place, as an alternate and have voice and vote.

a. Each zone of the LWML-NED shall have at least one (1) voting delegate. One (1) delegate represents each zone of ten (10) or fewer units; one (1) additional delegate may be certified for each additional ten (10) units or major fraction thereof.
b. Each certified delegate shall have a certified alternate for the convention. The names of the delegate and the alternate shall be presented to the LWML-NED President for certification by January 1 of the year of the convention.
c. One (1) Pastoral Counselor will also attend, if possible.

Section 3

a. LWML-NED President's expenses at LWML conventions not borne by LWML shall be paid by the LWML-NED.
b. When the LWML-NED Pastoral Counselor attends the LWML convention, the expenses shall be paid by the LWML-NED.
c. Expenses for the Young Women Representative(s) at LWML conventions shall be paid by the LWML-NED.
d. Zone delegate expenses to LWML conventions shall be paid by the zone.

ARTICLE VI - OFFICERS AND ELECTIONS

Section 1

The elected officers shall be a President, Vice President of Christian Life, Vice President of Communication, Vice President of Gospel Outreach, Vice President of Special Focus Ministries, Vice President of Organizational Resources, Recording Secretary, and Treasurer.

Section 2

a. The elected officers shall be elected by ballot at the district biennial convention to serve for a term of four (4) years and shall not be eligible for re-election.
b. The President, Vice President of Special Focus Ministries, Vice President of Organizational Resources, and Recording Secretary shall be elected in one convention, and Vice President of Christian Life, Vice President of

Communication, Vice President of Gospel Outreach, and Treasurer shall be elected in the following convention. A majority vote shall constitute election to office.

c. No district officer shall be elected or re-elected to any zone office during her tenure as LWML-NED officer.
d. Officers shall assume their duties at the close of the convention.
e. The retiring Treasurer shall within sixty (60) days following the convention deliver to the successor all materials and funds pertaining to her office. All other officers shall within thirty (30) days following the convention deliver to the successor all materials pertaining to their offices.
f. In the event of an emergency or unexpected vacancy in the office of the President, the Vice President of Special Focus Ministries shall fill the vacancy until an election is held by the Board of Directors. 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.

ARTICLE VII - DUTIES OF OFFICERS

Section 1

The President shall:

a. preside at all LWML-NED conventions and at all meetings of the Executive Committee and the Board of Directors;
b. be responsible for appointing chairmen of standing committees, appointed personnel, and special committees with the approval of the Executive Committee;
c. be an ex-officio member of all departments and committees except the Nominating Committee;
d. be responsible for the execution of all resolutions passed by the convention body, Board of Directors, and Executive Committee;
e. present a report to the convention body, including activities of the Executive Committee and Board of Directors;
f. represent the district at LWML Presidents Assembly meetings and conventions;
g. receive credentials from delegates prior to LWML-NED conventions;
h. supervise the preparation of the district convention manual;
i. receive credentials from the LWML-NED delegates prior to the biennial LWML convention;
j. issue membership charters to new societies;
k. report all changes of LWML-NED officers to the LWML President, the LWML Recording Secretary, and the LWML office;
l. attend at least one (1) event in each zone during the biennium;
m. write a message for each issue of the *Beacon*.

Section 2

The Vice President of Christian Life:

a. may perform the duties of the office of the LWML-NED President in the absence of, or at the request of, the President;
b. shall be coordinator for the Christian Life Department;
c. shall present a written report to the convention body, including department activities.

Section 3

The Vice President of Communication:

a. may perform the duties of the office of the LWML-NED President in the absence of, or at the request of, the President;
b. shall be coordinator of the Communication Department;
c. shall be the coordinator of the Public Relations Committee;
d. shall supervise publishing of the District news;
e. shall present a written report to the convention body, including department activities.

Section 4

The Vice President of Gospel Outreach:

a. may perform the duties of the office of the LWML-NED President in the absence of, or at the request of, the President;
b. shall be coordinator of the Gospel Outreach Department;
c. shall serve as head teller for the mission grant proposals;
d. shall present a written report to the convention body, including department activities.

Section 5

The Vice President of Special Focus Ministries:

a. may perform the duties of the office of the LWML-NED President in the absence of, or at the request of, the President;
b. shall in the event of any emergency or unexpected vacancy in the office of the LWML-NED President fill the temporary vacancy until an election is held by the Board of Directors;
c. shall be coordinator of the Special Focus Ministries Department;
d. shall present a written report to the convention body, including department activities.

Section 6

The Vice President of Organizational Resources:

a. may perform the duties of the office of the LWML-NED President in the absence of, or at the request of, the President;
b. shall be authorized to sign checks for the Treasurer in an emergency and be bonded at the expense of the LWML-NED;
c. shall be coordinator of the Organizational Resources Department;
d. shall keep a record of membership;
e. shall coordinate necessary mailings;
f. shall present a written report to the convention body, including department activities.

Section 7

The Recording Secretary shall:

a. keep a record of the proceedings of the district convention and the meetings of the Executive Committee and the Board of Directors;
b. provide, within three (3) weeks, each member of the Executive Committee and the Board of Directors a copy of all minutes of the board meetings and of the convention;
c. provide each local society and individual member (see Article III, Section 4) with a copy of the minutes of the convention;
d. provide the LWML President and the LWML Archivist-Historian with the required number of copies of the minutes of the convention;
e. keep a file of policy motions and provide a copy for the LWML President.

Section 8

The Treasurer shall:

a. keep an itemized account of all receipts and disbursements;
b. send to LWML twenty-five (25) percent of Mite Box intake and retain seventy-five (75) percent in the LWML-NED treasury for payment of LWML-NED mission grants and use in the Administrative Fund;
c. make payments authorized by the Executive Committee;
d. be bonded at the expense of the LWML-NED;
e. submit records for financial review at the close of each fiscal year, and upon request of the Executive Committee;
f. issue payments for adopted mission grants as authorized by the Executive Committee;
g. supply Mite Boxes as requested by each organization;
h. submit written reports to the district convention, Executive Committee, and Board of Directors.

ARTICLE VIII - NOMINATIONS

Section 1

A Nominating Committee of three (3) shall be elected by ballot at each LWML-NED convention.

a. The candidate receiving the highest number of votes shall be the chairman and a voting member of the Board of Directors.
b. The chairman of the Nominating Committee shall present the slate of candidates to the LWML-NED convention and report the election results to the voting body before the close of convention.

Section 2

The Nominating Committee shall:

a. recruit nominees who are active members of their local societies and zones;
b. obtain written consent of all nominees to serve;
c. submit a slate of two (2) nominees, if possible, for each elective office;
d. submit the slate of candidates, with resumes, to the Executive Committee by January of the year of the district convention;
e. prepare the ballots with the names of the nominees for each office listed in alphabetical order;
f. have its members distribute the ballots to the delegates before voting at the convention.

Section 3

Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and the nominee's resume has been presented to the presiding officer.

ARTICLE IX - APPOINTED PERSONNEL

Section 1

The appointed personnel may be:

a. Archivist-Historian;
b. Parliamentarian;

Section 2

The Archivist-Historian shall:

a. keep a comprehensive history of the LWML-NED, adding and dating all materials received;
b. compile a report for the convention manual and supply the LWML Archivist-Historian with a complete convention packet (manual, badge, "handouts");
c. submit an up-to-date history to the LWML Archivist-Historian and the LWML-NED President every biennium;
d. be a voting member of the Board of Directors;
e. serve a term of two (2) years and be eligible for reappointment.

Section 3

The Parliamentarian shall:

a. serve a term of two (2) years and be eligible for reappointment;
b. serve as advisor on parliamentary procedures upon request of the President, officers and individual members;
c. serve as an ex-officio member of the Structure Committee;
d. be a non-voting member of the Executive Committee and the Board of Directors.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall be the elected officers. The Pastoral Counselors and Parliamentarian shall be advisory members.

Section 2

a. The Executive Committee shall meet at the call of the President. The Executive Committee may take action by telephone, mail, or electronic messaging.
b. Special meetings may be called by a majority of the Executive Committee.
c. A majority of the Executive Committee present shall constitute a quorum.

Section 3

The Executive Committee shall:

a. transact the business of the LWML-NED between conventions;
b. promote the work and program of the LWML;
c. plan and supervise the program of the biennial convention;
d. confirm the time and place of the convention;
e. consider recommendations, resolutions, and appeals for presentation to the convention;
f. fill vacancies occurring in the elected and appointed offices except in the office of the President (see Article VI, Section 2f);
g. approve presidential appointments as described in Article VII, Section 1b;
h. review suggestions for mission grants and recommend a list of grants and a mission goal to the Board of Directors;
i. recommend selected grants to the Board of Directors of LCMS-NED for approval;
j. submit approved grants to the convention body.

ARTICLE XI - BOARD OF DIRECTORS

Section 1

a. The Board of Directors shall be the elected officers, Zone Presidents, chairmen of the standing committees, Archivist-Historian, *Beacon* Editor, and News Circulation Manager. The LWML-NED Pastoral Counselors and the Parliamentarian shall be advisory members.
b. The duty of the Board of Directors shall be to assist the Executive Committee in administering the work and the program of the LWML-NED.
c. In the event of a vacancy in the office of the President, the Board of Directors shall elect a new president (see Article VI, Section 2f).
d. When a Zone President is unable to attend a Board of Directors meeting, any elected Zone officer shall be authorized to attend as the Zone President's representative and shall have voice and vote.

Section 2

a. Regular meetings shall be held semiannually.
b. Special meetings of the Board of Directors may be called by the Executive Committee or upon written request of five (5) members of the Board of Directors.
c. Action may be taken by telephone, mail, or electronic messaging.

Section 3

A majority of the Board of Directors present shall constitute a quorum.

ARTICLE XII - PASTORAL COUNSELORS

Section 1

a. The Pastoral Counselors shall be two (2) pastors of the LCMS-NED.
b. The voting body shall elect one (1) Pastoral Counselor from a slate of two (2) candidates, approved by the LCMS-NED President. A majority vote shall determine the election.
c. The term of office shall be four (4) years. One (1) counselor shall be elected at each convention. The newly elected Pastoral Counselor will, if possible, attend the LWML Convention at the expense of the LWML-NED (see Article V, Section 3).
d. A Pastoral Counselor will be eligible for re-election.
e. The Pastoral Counselor shall be a Rostered Pastor of the LCMS who is currently serving in a parish ministry, affiliated with a LCMS recognized service organization, or a retired pastor.
f. The Nominating Committee shall obtain written consent of the candidates to serve, if elected.

Section 2

The Pastoral Counselors shall:

a. serve the LWML-NED in a spiritual advisory capacity;
b. attend the LWML-NED conventions and meetings of the Executive Committee and the Board of Directors as non-voting members.
c. Perform other duties as set forth in *Standing Rules and Procedures*, and as requested by the LWML-NED President.

ARTICLE XIII - DEPARTMENTS AND STANDING COMMITTEES

Section 1

a. The departments shall be Christian Life, Communication, Gospel Outreach, Special Focus Ministries and Organizational Resources, with a Vice President serving as coordinator. The department coordinator shall be an ex-officio member of the committees in that department.
b. The standing committees shall be Christian Life, Heart to Heart Sisters, Human Care, Leader Development, Mission Grants, Structure and Young Women. Chairmen shall be appointed by the President, with the approval of the Executive Committee, to serve two (2) years, and shall be eligible for one (1) reappointment. Standing committee chairmen shall be voting members of the Board of Directors.
c. Special committees may be created by the Executive Committee or Board of Directors, as necessary.

Section 2

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be coordinator of this department.

a. The Christian Life Committee shall:
   (1) encourage active participation in spiritual development programs;
   (2) plan retreats and workshops for lay training in kingdom work;
   (3) present suggestions and offer advice for conducting Spiritual Life programs on the district, zone and society levels;
   (4) report to each regular meeting of the Board of Directors.

Section 3

The Communication Department shall include the Public Relations Committee, Webservant, *Beacon* Editor and News Circulation Manager. The Vice President of Communication shall be the coordinator of this department.

a. The Public Relations Committee shall:
   (1) have the Vice President of Communication as coordinator and as many members as deemed necessary by the chairman;

(2) produce, for use within the organization, publicity and promotional materials related to the program and work of LWML;
(3) encourage and assist zones and societies to publicize and promote their programs and events;
(4) coordinate convention publicity and prepare convention manuals;
(5) prepare a display for the LCMS-NED convention.

b. The Webservant shall:
(1) work with the Vice President of Communication;
(2) maintain and update the district website.

c. The *Beacon* Editor shall:
(1) work with the Vice President of Communication on the publication of the LWML-NED publication (*Beacon*);
(2) be a voting member of the Board of Directors.

d. The News Circulation Manager shall:
(1) keep an accurate account of the number of *Lutheran Woman's Quarterly* and LWML-NED Publication subscriptions each organization or individual receives, and notify the *Beacon* Editor of any changes;
(2) coordinate the mailing of the district newsletter;
(3) be a voting member of the Board of Directors.

Section 4

The Gospel Outreach Department shall include the Mission Grants Committee. The Vice President of Gospel Outreach shall be coordinator of this department.

a. The Mission Grants Committee may consist of up to three (3) members from as many zones and shall:
(1) present proposed grants to the Executive Committee and to the Board of Directors;
(2) present impartially the approved proposed grants to the convention body;
(3) submit reports to the Executive Committee, the Board of Directors, and the Beacon Editor;
(4) submit a written report to the convention body on the progress of each adopted grant.

Section 5

The Special Focus Ministries Department shall include the Human Care Committee, the Young Women Committee and the Heart to Heart Sisters Committee. The Vice President of Special Focus Ministries shall be coordinator of the department.

a. The Human Care Committee shall:
(1) alert members to the opportunities and challenges for mission service in the congregation, zone, district and community;
(2) encourage active participation in and provide materials and suggestions for a mission service program;
(3) maintain a list and status of foreign missionaries whose home base is within LCMS-NED and if needed, render courtesy service to incoming and outgoing missionaries and their families;
(4) present a report to each regular meeting of the Board of Directors.

b. The Young Women Committee shall:
(1) encourage young women to join and participate in LWML;
(2) present a report to each regular meeting of the Board of Directors.

c. The Heart to Heart Sisters Committee shall:
(1) encourage women leaders in ethnic ministries;
(2) present a report to each regular meeting of the Board of Directors.

Section 6

The Organizational Resources Department shall include the Leader Development Committee and the Structure Committee. The Vice President of Organizational Resources shall be coordinator of this department.

a. The Leader Development Committee shall:
   (1) encourage and equip women to reach out in love;
   (2) provide materials and training to assist members in increasing leadership skills in LWML;
   (3) create and provide ideas, techniques, and resources that will enrich and stimulate individuals to increase membership within the organizations;
   (4) present a report to each regular meeting of the Board of Directors.

b. The Structure Committee shall:
   (1) review the bylaws of the LWML-NED;
   (2) submit to the Board of Directors for approval such amendments as it deems advisable;
   (3) submit the required number of copies of proposed amendments/revisions to the LWML Structure Committee for approval;
   (4) submit approved proposed amendments to the convention body;
   (5) receive and examine zone bylaws and amendments, and approve when not in conflict with the LWML-NED;
   (6) present a report to each regular meeting of the Board of Directors.

ARTICLE XIV - DISTRICT PUBLICATION

Section 1

The official publication of the LWML-NED shall be the *Beacon*. It shall be published at regular intervals with the assistance of the President and approval of an LWML-NED Pastoral Counselor.

Section 2

The purpose of the LWML-NED publication shall be ~~to~~:

a. to promote the object of the LWML;
b. to further Christian growth and leadership;
c. to inform the members of the progress of the work of the LWML-NED;
d. to keep the membership informed of activities in the zones and organizations.

ARTICLE XV - GRANT PROPOSALS AND GRANTS

Section 1

a. Mission grant proposals may be submitted by individual members, societies, zones and the LCMS-NED board.
b. Proposals must be submitted in writing to the Mission Grants Committee Chairman by the date set by the Board of Directors.

Section 2

The LWML-NED convention shall approve grants from a multiple list submitted by the Executive Committee after approval by the Offices of the LCMS-NED. Also, the LWML-NED convention shall approve the mission goal for the next biennium based on the recommendations of the Executive Committee and the Board of Directors.

Section 3

The following stipulations are to be observed in the administration of the Mite Box mission grants funds:

a. No grants shall be made that necessitate a permanent subsidy.
b. No grants shall be made to cover deficits or shortages in the LCMS-NED treasury.
c. No grants shall be made in anticipation of available funds.
d. Funds that are not used for a chosen grant within three (3) years of the LWML-NED convention at which the grant was voted upon will be retained in the treasury of the LWML-NED. The Executive Committee has the authority to extend the time in case of extenuating circumstances. The LWML-NED shall then vote these funds again for a chosen grant.

e. After grants have been paid, the responsibility of the LWML-NED ceases.

Section 4

Miscellaneous memorials, recommendations, resolutions, and appeals may be submitted for consideration to an LWML-NED convention by individuals, societies, or zones. Such recommendations and resolutions shall be sent to the LWML-NED President at least three (3) months prior to convention.

ARTICLE XVI - FISCAL YEAR

The LWML-NED fiscal year shall be from April 1 to March 31.

ARTICLE XVII - FINANCES

Section 1

a. Mission offerings in the organizations shall be gathered through Mite Boxes and other voluntary means, and shall be remitted to the LWML-NED Treasurer at least four (4) times annually.

   (1) The LWML-NED Treasurer shall forward twenty-five (25) percent of this amount to LWML at least four (4) times a year.
   (2) Zone offerings for a designated cause shall be sent to the LWML-NED Treasurer for transmittal.
   (3) The use of offerings received at LWML-NED conventions shall be proposed by the LWML-NED Board of Directors for approval by the LWML-NED convention voting body.

ARTICLE XVIII - EMERGENCY ACTION

In the event of a great emergency or other prevailing conditions making the holding of a convention inadvisable, the Executive Committee shall have the authority to determine whether the convention shall be held. Two-thirds (2/3) of the Executive Committee shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting routine convention business. Such procedure shall be approved by the Board of Directors.

ARTICLE XIX - PARLIAMENTARY AUTHORITY

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

ARTICLE XX - AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the LWML-NED convention delegates. The proposed amendments shall have been presented for approval to the Board of Directors and distributed to members and delegates by mail or through the official LWML-NED publication no less than three (3) months prior to convention.

By unanimous vote of the LWML-NED convention delegates, a proposed amendment may be presented at the convention without previous notice to the voting assembly, but three-fourths (¾) vote shall be required for adoption. Changes become effective at the close of the LWML-NED convention.

Date District became a member of LWML - 1973
Date of original Bylaws _____
Date of last amendments to Bylaws – May, 2004
May, 2010
April, 2012
April, 2018 & April, 2022 & April, 2026

BYLAWS
LUTHERAN WOMEN'S MISSIONARY LEAGUE
NEW ENGLAND DISTRICT

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