

Council of Lutheran Women

Proposed Bylaws Changes

ARTICLE III – MEMBERS

Section 2. Application for Membership

Application for membership shall be made to ~~the chairman of the Membership Committee.~~

ARTICLE VI – OFFICERS

Section 6. Duties of Appointed Officers

B. The Historian shall:

1. Gather all photos and printed news articles of the Council ~~to be put in albums for all to see at the meetings;~~
2. ~~Write~~ a narrative history of the activities of the past year.

ARTICLE VII – NOMINATION AND ELECTION

Section 2. Duties of the Nominating Committee

1. The Nominating Committee shall contact the membership ~~requesting~~ suggested candidates for office.
2. The Nominating Committee shall meet to consider all of the qualifications of candidates proposed by the membership and the Nominating Committee. Special consideration shall be given to ~~geographic area~~ of service.

ARTICLE VIII – BOARD OF DIRECTORS

Section 3. Quorum

Five members ~~including~~ three elected officers shall constitute a quorum.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 4. Duties

- A. The Executive Committee shall:
3. Approve all ~~unbudgeted~~ expenditures.

ARTICLE X – COMMITTEES

Section 3. Events Committee

The Events Committee shall include the Vice President of Events as chairman, the Program Coordinator, the Women of the Year Coordinator, the ~~Women of the Year~~

ARTICLE III – MEMBERS

Section 2. Application for Membership

Application for membership shall be made to the Membership Coordinator.

ARTICLE VI – OFFICERS

Section 6. Duties of Appointed Officers

B. The Historian shall:

1. Gather all photos and printed news articles of the Council.
2. Archive a narrative history of the activities of the past year.

ARTICLE VII – NOMINATION AND ELECTION

Section 2. Duties of the Nominating Committee

1. The Nominating Committee shall contact the membership to request suggested candidates for office.
2. The Nominating Committee shall meet to consider all of the qualifications of candidates proposed by the membership and the Nominating Committee. Special consideration shall be given to geographical areas of service.

ARTICLE VIII – BOARD OF DIRECTORS

Section 3. Quorum

Five members plus three elected officers shall constitute a quorum.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 4. Duties

- A. The Executive Committee shall:
3. Approve all major expenditures.

ARTICLE X – COMMITTEES

Section 3. Events Committee

1 The Events Committee shall include the Vice President of Events as chairman, the Program Coordinator, the Women of the Year Coordinator, the Registration

~~Reservation~~ Coordinator, the ~~Women of the Year Program~~ Booklet Coordinator, and the Hospitality Coordinator. The committee shall plan the programs and events of the Council meetings, the annual luncheon, ~~the Presidents Tea~~ and any other event as required.

ARTICLE X – COMMITTEES

Section 3. Events Committee

B. Women of the Year Coordinator

The Women of the Year Coordinator shall:

1. Send a letter to invite nominations for the Woman of the Year to member congregations.

~~C. Women of the Year Reservation Coordinator~~

~~The Women of the Year Reservation Coordinator shall:~~

1. Send reservation order form to ~~congregational~~ representatives.
2. Process reservation orders from ~~congregations~~.
3. Prepare a seating floor plan.
4. Inform the caterer regarding the final number of guests.

~~D. Women of the Year Program-Booklet Coordinator~~

~~The Women of the Year Program-Booklet Coordinator shall:~~

E. Hospitality Coordinator

The Hospitality Coordinator shall:

1. Provide hostesses for every occasion
2. Provide appropriate decorations as necessary.
3. ~~Send invitations for the Presidents Tea to member organizations.~~
4. ~~Phone calls to member organization representatives who have not responded for the Presidents Tea.~~
5. Prepare table signs for the ~~Women of the Year~~ luncheon.

Section 4. Human Care Committee

A. Mission Support Coordinator

The Mission Support Coordinator shall:

1. Present the human care needs of our inter-congregational organizations, ~~Detroit Rescue Mission Ministries, and Lutheran World Relief, etc.~~

Coordinator, the Luncheon Booklet Coordinator, and the Hospitality Coordinator. The committee shall plan the programs and events of the Council meetings, the annual luncheon, and any other event as required.

ARTICLE X – COMMITTEES

Section 3. Events Committee

B. Women of the Year Coordinator

The Women of the Year Coordinator shall:

1. Send a letter to invite nominations for the Woman of the Year to member organizations.

C. Registration Coordinator

The Registration Coordinator shall:

1. Send reservation order form to organizational representatives.
2. Prepare registration system to process reservation orders from organizations.
3. Prepare a seating floor plan.
4. Inform the caterer regarding the final number of guests and special meals needed.
5. Prepare the registration system to take reservations for all general meetings.

D. Luncheon Booklet Coordinator

The Luncheon Booklet Coordinator shall:

E. Hospitality Coordinator

The Hospitality Coordinator shall:

1. Provide hostesses for every occasion
2. Provide appropriate decorations as necessary.
3. Prepare table signs for the annual luncheon.

Section 4. Human Care Committee

A. Mission Support Coordinator

The Mission Support Coordinator shall:

1. Present the human care needs of our inter-congregational organizations and other mission ministries.

Section 4. Human Care Committee

B. Food Banks Coordinator

The Food Banks Coordinator shall:

1. Present the needs of food banks ~~in Detroit.~~

Section 5. Communication Committee

A. Membership Coordinator

The Membership Coordinator shall:

1. Receive membership applications.
2. Maintain a current directory of members.
3. Register members at meetings.
- ~~4. Record RSVP responses for all Council meetings~~
5. Prepare a report at each meeting detailing the number of members present for quorum.

B. Correspondence Coordinator

The Correspondence Coordinator shall:

1. Issue a call letter for every Council, Board of Directors, and Executive Committee meeting.
2. Conduct general correspondence for the Council, ie. thank you, get well, sympathy.
3. Conduct other correspondence as required.

D. Scholarship Coordinator

The Scholarship Coordinator shall:

6. Prepare a report to announce the scholarship awards.

E. Website Coordinator

The Website Coordinator shall:

1. Maintain and update information for the website regarding events and service opportunities for the membership.

Section 4. Human Care Committee

B. Food Banks Coordinator

The Food Banks Coordinator shall:

1. Present the needs of food banks.

Section 5. Communication Committee

A. Membership Coordinator

The Membership Coordinator shall:

1. Receive membership applications.
2. Maintain a current directory of members.
3. Register members at meetings.
4. Prepare a report at each meeting detailing the number of members present for quorum.

B. Correspondence Coordinator

The Correspondence Coordinator shall:

1. Issue a call letter for every Council, Board of Directors, and Executive Committee meeting.
2. Conduct general correspondence for the Council, ie. thank you, get well, sympathy.
3. Conduct other correspondence as required.
4. Maintain the electronic mailing lists and email communications as needed.

D. Scholarship Coordinator

The Scholarship Coordinator shall:

6. Prepare a report to announce the scholarship awards at the fall meeting.

E. Website Coordinator

The Website Coordinator shall:

1. Maintain and update information for the website regarding events and service opportunities for the membership.
2. Maintain the subscriptions for the domain name and the website hosting site.
3. Receive emails from the website and delete, respond or forward to the appropriate person.

F. Development Coordinator

The Development Coordinator shall:

1. Distribute information for placing Honorariums and Sponsorships to be included in the ~~WOY~~ Program Booklet.
2. Contact past advertisers and prospective advertisers
3. Manage incoming forms and monies for advertisements, honorariums and sponsorships.
4. Provide Thank You notes to all advertisers and sponsors included in the Program Booklet.
5. Encourage the Council membership to forward business contacts and potential supporters for future inclusion.
6. ~~Work with Thrivent Financial to secure funding for Council activities.~~

ARTICLE XI – SPECIAL EVENTS

~~Section 2. Presidents Tea~~

~~The Presidents Tea will be held annually on the third Monday of October to honor the presidents of member organizations unless change by majority vote of the Executive Committee and approved by the Board of Directors.~~

F. Development Coordinator

The Development Coordinator shall:

1. Distribute information for placing Honorariums and Sponsorships to be included in the Luncheon Program Booklet.
2. Contact past advertisers and prospective advertisers.
3. Manage incoming forms and monies for advertisements, honorariums and sponsorships.
4. Provide Thank You notes to all advertisers and sponsors included in the Program Booklet.
5. Encourage the Council membership to forward business contacts and potential supporters for future inclusion.
6. Investigate other sources for possible funding for Council activities.

ARTICLE XI – SPECIAL EVENTS

No Section 2