

COUNCIL OF LUTHERAN WOMEN BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Council of Lutheran Women of the Lutheran Church – Missouri Synod, hereinafter referred to as “the Council.”

ARTICLE II – OBJECT

The objects of this organization shall be:

1. to unite the efforts of the member women’s organizations of the Lutheran Church – Missouri Synod under a coordinated program.
2. to invite closer cooperation in services and activities of member organizations.
3. to encourage better understanding of the objectives of member organizations.
4. to offer educational programs of benefit to women’s organizations.
5. to cooperate with community groups as approved by the Council.
6. to offer support as an auxiliary of the Lutheran Center Association of Southeast Michigan.

ARTICLE III – MEMBERS

Section 1. Members

There shall be three classes of membership.

1. Inter-congregational organizations
2. Organizations within congregations
3. Individual – any woman communicant member of a Lutheran Church – Missouri Synod congregation who has no affiliation with a member group of the Council may be an individual member. There shall be no more than two individual memberships from one congregation.

Section 2. Application for Membership

Application for membership shall be made to the Membership Coordinator.

Section 3. Membership Representation

A. The Council voting body shall consist of:

1. Elected Officers
2. Appointed officers
3. Two delegated representatives of each member organization
4. Individual members
5. Past Presidents of the Council

B. The Parliamentarian shall serve in an advisory capacity.

C. Other attendees from member organizations shall have all the privileges of membership, but without the right to vote.

Section 4. Good Standing

A member in good standing is one whose current dues are paid and who supports the purposes of the Council.

ARTICLE IV – MEETINGS

Section 1. Meetings

Regular meetings of the Council shall be held on the fourth Monday in April and September unless changed by a majority vote of the Executive Committee. The April meeting shall be the annual meeting for the election of officers and for receiving annual reports. The call letter of the meetings shall be sent at least thirty days prior to the meeting.

Section 2. Quorum

Twenty members including at least three members of the Executive Committee shall constitute a quorum at all meetings of the Council.

ARTICLE V – DUES AND FINANCE

Section 1. Dues

Annual membership dues shall be for the fiscal year and payable on or before February 1.

Section 2. Forfeiture and Reinstatement

- A. Membership shall be forfeited for nonpayment of dues in one fiscal year.
- B. Members may be reinstated upon payment of current dues.

Section 3. Financial Review

All financial records shall be reviewed annually at the close of the fiscal year and at other times as ordered by the Executive Committee. The review shall be presented at the next meeting.

Section 4. Fiscal Year

The fiscal year shall be May 1 to April 30 to coincide with the transition of office.

ARTICLE VI – OFFICERS

Section 1. Officers

- A. The elected officers shall be a President, a Vice President of Events, a Vice President of Human Care, a Vice President of Communication, a Recording Secretary, a Treasurer and a Pastoral Advisor.
- B. The appointed officers shall be appointed by the President with the approval of the Board.

Section 2. Qualifications

- 1. A candidate for elective office shall be a member of the Council.
- 2. A candidate for the office of President shall have served on the Executive Committee of the Council for at least one year.
- 3. A candidate for an elected office shall be a member in good standing of the Lutheran Church – Missouri Synod.

Section 3. Terms of Office

Officers shall be elected for a term of two years. No officer shall serve more than two consecutive terms in the same office. Officers shall assume office at the close of the meeting at which they are elected.

Section 4. Vacancy in Office

A vacancy in the office of President shall be filled by the Vice President of Events. Vacancies of elected offices, other than President, shall be filled by appointment of the President with the approval of the Executive Committee.

Section 5. Duties of Elected Officers

- A. Elected officers shall perform the duties as prescribed by these bylaws and as set down in the Board Handbook and the parliamentary authority.
- B. Elected officers shall prepare written reports for the President and Recording Secretary for each Council and Board of Directors meeting.
- C. The President shall:
 - 1. Preside at all meetings of the Council and the Executive Committee.
 - 2. Make Board appointments as required with the approval of the Executive Committee and Board of Directors.
 - 3. Represent the Council on the Board of Directors of the Lutheran Center Association.
 - 4. Sign checks when necessary.
 - 5. Act on any issue involving the Council requiring immediate attention in the interim between meetings with the approval of a majority of the Executive Committee and with the advice of the Pastoral Advisor if necessary. All such actions shall be reported to the Council.
- D. The Vice President of Events shall:
 - 1. Perform the duties of the President in the absence or inability of the President to serve.
 - 2. Succeed to the office of President for the unexpired term in the event of a vacancy in that office.
 - 3. Chair the Events Committee.
 - 4. Sign checks when necessary.
- E. The Vice President of Human Care shall:
 - 1. Chair the Human Care Committee.
 - 2. Represent the Council to the mission organizations supported by the Council.
 - 3. Be responsible for offering opportunities to fulfill the mission outreach of the Council.
- F. The Vice President of Communication shall:
 - 1. Chair the Communication Committee.
 - 2. Be responsible for all communication between the Council and the membership.
 - 3. Be responsible for communicating the mission of the Council to the Church at large.
- G. The Recording Secretary shall:
 - 1. Record the proceedings of all meetings of the Council, the Board of Directors and the Executive Committee.
 - 2. Keep on file copies of the bylaws, Council Handbook, meeting minutes and lists of officers, committees, and members in the Secretary's record book.
 - 3. Provide a copy of the minutes to each Board member and member organization following each meeting.
- H. The Treasurer shall:
 - 1. Receive all monies and deposit them in the name of the Council in a bank approved by the Executive Committee.
 - 2. Keep an itemized account of all receipts and disbursements.
 - 3. Notify members annually regarding payment of dues.
 - 4. Send a second dues statement to members whose dues have not been received by the beginning of the calendar year.
 - 5. Submit to the Board a list of members whose dues have not been paid at the January Board meeting.
 - 6. Make payments by check for all authorized expenses, and obtain receipts for all bills paid. All major expenses shall require the pre-approval of a majority of the Executive Committee.
- I. The Pastoral Advisor

The Council shall have a Pastoral Advisor, nominated and elected by the Executive Committee. He shall serve for a term of two years and shall be eligible for additional terms.

Section 6. Duties of Appointed Officers

Appointed officers shall be appointed by the President and shall perform their duties as prescribed by these bylaws and as set down in the Board Handbook and parliamentary authority.

A. The Parliamentarian shall:

1. Attend all meetings of the Council and the Board of Directors and, when requested, advise the President, the Council, the Executive Committee, any committee, officer, or member on parliamentary questions.
2. Be an ex officio member of the Bylaws Committee.

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 1. Nominations

A Nominating Committee shall consist of four members elected by ballot at the August Board of Directors meeting in the odd years for a term of two years. At least six members shall be nominated. The Board of Directors may each vote for four women on the slate. A plurality vote shall elect, and the member receiving of the most votes shall serve as chairman of the committee. A vacancy of the committee shall be filled by the candidate on the ballot who received the next highest number of votes.

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.
3. The Nominating Committee shall submit the names of nominees for office for publication in the call letter for the meeting.

Section 3. Report of the Nominating Committee

The Nominating Committee shall submit at least one name, preferably two, for each office to be filled at the spring meeting. Additional nominations may be made from the floor. No name shall be placed in nomination without the consent of the nominee.

Section 4. Election of Officers

- A. The election of officers shall be by ballot at the spring meeting of the Council. In the event there is but one nominee for each office to be filled, the election may be by voice vote.
- B. The President, Vice President of Human Care, Treasurer and Pastoral Advisor shall be elected in the even numbered years. The Vice President of Events, the Vice President of Communication and the Recording Secretary shall be elected in the odd numbered years. A majority vote shall elect.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. Composition

A. The Board of Directors shall consist of:

1. The elected officers,
2. The appointed officers
3. The immediate Past Presidents

B. The Pastoral Advisor and Parliamentarian shall serve in an advisory capacity.

C. The President may invite any member to attend a meeting of the Executive Committee as an observer.

Section 2. Meetings

- A. Meetings of the Board of Directors shall be held at least twice a year in January and August at the call of the President unless changed by a majority vote of the Executive Committee.

B. Special meetings of the Board of Directors may be called by the President or shall be called at the request of three members of the Board.

Section 3. Quorum

Five members plus three elected officers shall constitute a quorum.

Section 4. Duties

The Board of Directors shall:

1. Conduct the business of the Council between its meetings.
2. Elect the Nominating Committee.
3. Approve the appointments of the President for appointed personnel and to fill vacancies.
4. Approve the budget for the fiscal year.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1. Composition

A. The Executive Committee shall consist of:

1. The elected officers,
2. The immediate Past President.

B. The President may invite any member to attend a meeting of the Executive Board as an observer.

Section 2. Meetings

A. Meetings of the Executive Committee shall be held at least three times a year in April, August and November at the call of the President unless changed by a majority vote of the Executive Committee.

B. Special meetings of the Executive Committee may be called by the President or shall be called at the request of three members of the Board.

Section 3. Quorum

Five members shall constitute a quorum.

Section 4. Duties

A. The Executive Committee shall:

1. Conduct the business of the Council between its meetings.
2. Approve the appointments of the President for appointed personnel and to fill vacancies.
3. Approve all major expenditures.

ARTICLE X – COMMITTEES

Section 1. Committees

A. There shall be standing and special committees as provided in these bylaws and others as authorized by the Board of Directors and the Executive Committee.

B. The President shall appoint all special committees with the exception of the special Bylaws Revision Committee (ARTICLE XIII, Section 2), subject to the approval of the Executive Committee.

C. The President shall be an ex officio member of all committees except the Nominating Committee.

D. The Vice Presidents shall serve as chairmen of the standing committees reporting to them and shall be ex officio members of their subcommittees.

Section 2. Standing Committees

A. There shall be the following standing committees:

1. Events Committee
2. Human Care Committee
3. Communication Committee

B. Standing Committee members shall:

1. Be appointed by the President as coordinators with the approval of the Executive Committee and the Board of Directors.
2. Chair their subcommittee.
3. Appoint their sub-committee members.
4. Prepare a written report for the chairman of their standing committee.

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 Registration 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.

A. Program Coordinator

The Program Coordinator shall:

1. Secure speakers and/or entertainment for Council meetings and special events.
2. Secure the venue for Council meetings and special events.
3. Arrange accommodations for speakers or entertainers.
4. Be the liaison between the hosting church or organization and the Council.
5. Invite ministry organizations to display information about their organization at the luncheon.
6. Invite special guests to attend the luncheon on a complimentary basis.
7. Greet special guests when they arrive.

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.
2. Receive nominations from member organizations for their Woman of the Year.
3. Send a letter of congratulations to each woman nominated as Woman of the Year.
4. Secure a photographer.
5. Order flowers for the Women of the Year.
6. Create certificates for each Woman of the Year.

C. Registration Coordinator

The Registration Coordinator shall:

1. Send reservation order form to organizational representatives.
2. Prepare registration system to process reservation orders from organization.
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:

1. Receive and compile information from various sources.
2. Receive bids for printing the booklet.
3. Have the booklet printed.

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

The Human Care Committee shall include the Vice President of Human Care as chairman, the Mission Support Coordinator, the Food Banks Coordinator, the Operation Layette Coordinator, and the Issues and Action Coordinator. The Committee shall educate and promote opportunities to serve and contribute to the betterment of those in need.

A. Mission Support Coordinator

The Mission Support Coordinator shall:

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

B. Food Banks Coordinator

The Food Banks Coordinator shall:

1. Present the needs of food banks.
2. Facilitate the collections of food and donations.

C. Operation Layette Coordinator

The Operation Layette Coordinator shall:

1. Explain and promote the layette program.
2. Facilitate the collection of layette items.
3. Assemble the layettes.
4. Distribute the layettes to human care organizations.

D. Issues and Action Coordinator

The Issues and Action Coordinator shall:

1. Inform CLW members about areas of concern in the media that conflict with our Christian values.
2. Encourage involvement in communicating our concerns to media personnel.

Section 5. Communication Committee

The Communications Committee shall include the Vice President of Communication as chairman, the Membership Coordinator, the Correspondence Coordinator, the Publicity Coordinator, the Scholarship Coordinator, the Website Coordinator, the Development Coordinator and the Nominations Coordinator. The Committee is responsible for all communication between the Council, its member organizations and the Church at large.

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.

C. Publicity Coordinator

The Publicity Coordinator shall:

1. Publicize all activities of the Council.
2. Publish an e-newsletter distributed to churches and other interested parties.
3. Send news articles to LCMS publications, e.g., *Michigan In Touch*.
4. Create ads for the LutherFest concert program booklet and other times as requested.
5. Produce an annual activities and events brochure to promote the mission centered focus of the Council.
6. Create flyers for the spring and fall meetings.

D. Scholarship Coordinator

The Scholarship Coordinator shall:

1. Send a letter to pastors and representatives of member organizations requesting names of seminary students (pastoral and deaconess) who are members of the congregation.
2. Send a letter to the President of Concordia University - Ann Arbor requesting names of two female students preparing for full time church work to be recipients of the Leona B. Meyer and Rev. John C. Streit Memorial Scholarships.
3. Receive the nominations for scholarships.
4. Write the letter to be sent with the award check.
5. Submit the list of names to the Treasurer for award of scholarships.
6. Prepare a report to announce the scholarship awards at the fall meeting.
7. Prepare a certificate for each Concordia University-Ann Arbor scholarship winner.
8. Create a display board with the thank you notes from the scholarship recipients.

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 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.

G. Nominations Coordinator

1. The chairman of the Nominating Committee will act as the Nominations Coordinator. See Article VII.

ARTICLE XI – SPECIAL EVENTS

Section 1. The Annual Luncheon

The Annual Luncheon of the Council shall be held on the third Tuesday of March unless changed by majority vote of the Executive Committee and approved by the Board of Directors.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are consistent with these bylaws, special rules of order, or standing rules of the Council.

ARTICLE XIII – AMENDMENTS

Section 1. Amendment of Bylaws

These bylaws may be amended by a two-thirds vote at a regular or special meeting of the Council provided the amendment has been submitted to the members of the Council at least thirty (30) days prior to the meeting with the call letter of the meeting.

Section 2. Revision

These bylaws may be revised only upon authorization of the Council. A special Bylaws Revision Committee of at least three to prepare the revision shall be appointed by the President and with the approval of the Executive Committee.