

# BYLAWS

The Central District  
of the  
Lutheran Women's Missionary  
League—Canada

June 2019

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## **Article I – Name**

The name of this organization shall be the Central District of the Lutheran Women’s Missionary League–Canada (hereinafter referred to as Central District LWMLC).

## **Article II – Object**

The object of this organization shall be to support the undertaking of Lutheran Women’s Missionary League–Canada, Inc. in the following way:

- A. To develop and maintain a greater mission consciousness among the women of this District through Member Development, Christian Growth, and Christian Mission;
- B. To gather funds for the Work Program of this District, including Mission Grants.

## **Article III – Members**

### ***Section 1***

Women who hold membership in a Lutheran Church–Canada or a Lutheran Church Missouri Synod congregation in Canada may form a society within a congregation, or a campus, or in resident homes, upon approval of the Central District LWMLC Executive Committee and shall be eligible for membership.

### ***Section 2***

Application for membership in the Central District LWMLC shall be received and granted upon approval of the society’s congregation to join the LWMLC and upon application for membership to the Central District LWMLC President and approval of the LWML–Canada General Council (see LWMLC Bylaws 4.02).

### ***Section 3***

One (1) or more societies affiliated with the LWMLC within a congregation, on a campus, or in a resident home, shall be considered one society for the purpose of representation.

### ***Section 4***

A woman who is a communicant member of her local congregation is eligible for membership in a society.

### ***Section 5***

Individual membership may be held by a woman who holds membership in a Lutheran Church–Canada congregation or a Lutheran Church-- Missouri Synod congregation within Canada without a society. Such membership is attained by applying to the Central District LWMLC. Such individual applicant will become an individual member of the League upon approval of such application by the General Council. Individual members may be nominated and elected to office on the Zone, District and National levels of the League. If an individual member is elected, the right to vote on that level of the League will be included in her duties. The status of an individual member is not transferable and lapses and ceases to exist upon that individual member becoming a member of a member society, the death of that individual member, or by that individual member submitting her resignation or upon passage of a resolution of the General Council to such effect.

## **Article IV – Organization**

### ***Section 1 – Zone***

- A. The Central District LWMLC shall be divided into Zones, consisting of at least two (2) or more Societies, which shall promote the object of LWMLC;
- B. The officers of the Zone may consist of: President, Vice-President, Secretary, Treasurer, Christian Growth Chairman, and other Chairman as deemed necessary. The Executive may consist of these Officers or a Planning Committee. The Zone President or designated Zone Representative of the Planning Committee shall be a voting member of the Central District LWMLC Board of Directors; a representative of the Executive may attend in the place of the President or Zone Representative and will have voice and vote, but will not be considered a member of the Board;
- C. Each Society and each Zone shall write its own bylaws, which shall conform with the object and basic principles of the Central District LWMLC bylaws. These bylaws and all subsequent proposed amendments shall be submitted in the required number of copies to the Central District LWMLC Structure Chairman for approval by the Central District LWMLC Structure Committee before being presented to the Society or Zone membership for adoption.

### ***Section 2 – District***

- A. The District shall write its own bylaws which shall conform with the Articles of Incorporation and the bylaws of LWML–Canada;
- B. The Central District LWMLC shall hold a Convention triennially at a place determined in a prior Convention, for the purpose of transacting the business of the Central District LWMLC. All members of the Central District LWMLC may attend;
- C. The members attending the District Convention who shall have voice and vote shall be:
  1. One (1) elected delegate from each Society having no more than twenty members. A society with more than twenty members may elect from their number one (1) additional Society Delegate for every additional twenty (20) members (or major faction thereof)
  2. Voting members of the Board of Directors (President, Vice-President of Member Development, Vice-President of Christian Growth, Vice-President of Christian Mission, Vice-President of Communication, Secretary, Financial Secretary, Treasurer, Zone President/Representative). Zone Presidents/Representatives unable to attend are allowed an alternate representative as per Article XI, who shall have voice and vote, but who shall not be considered a member of the Board of Directors.
  3. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited;
  4. Each Society delegate shall have an elected alternate to the Convention;
  5. The names and contact information of the accredited Society delegates and alternates shall be in the hands of the Central District LWMLC President and Secretary at least four (4) months prior to the District Convention;
  6. A majority of the registered voting members shall constitute a quorum;
  7. In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a Convention inadvisable, the Central District LWMLC Executive Committee shall have the authority to determine whether the convention shall be held, a two-thirds vote of the Executive Committee shall decide, and vote may be taken by telephone or electronic means. 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 procedure shall be approved by the Central District LWMLC Board of Directors.

### ***Section 3 – LWML–Canada***

- A. The Central District LWMLC shall have accredited delegates from each Zone attend the LWML–Canada Conventions, which are held triennially according to LWML–Canada Bylaws;
- B. One (1) elected delegate or her alternate from each Zone having ten (10) or fewer Societies and one (1) elected delegate or her alternate for each additional ten (10) Societies or major fraction thereof shall attend the LWML–Canada Convention at Central District LWMLC Zone expense;
- C. The Central District LWMLC President shall attend as a voting member of the LWML–Canada Board of Directors, or any elected District Officer may attend in her place; LWML–Canada National covers expenses for attendance at the General Council meeting preceding the convention. Central District LWML–Canada covers all other expenses for the convention.
- D. The names of the delegates and alternates to the LWML–Canada Convention shall be presented to the Central District LWMLC President for certification, who will then forward them to the LWML–Canada Recording Secretary in the required time frame;
- E. The Central District LWMLC and its Zones shall be responsible for expenses allowed for its delegates and representatives.

## **Article V – Officers**

### ***Section 1***

The elected (voting) officers of the Central District LWMLC shall be: President, Vice-President of Member Development, Vice-President of Christian Growth, Vice-President of Christian Mission, Vice-President of Communication, Secretary, Financial Secretary, and Treasurer. They shall be elected by ballot at the Central District LWMLC Convention to serve for a term of three (3) years and shall be eligible for a second consecutive three (3) year term.

### ***Section 2***

Shall attend all Executive Committee and Board of Directors meetings and other meetings as deemed necessary and the Central District LWMLC Convention at Central District LWMLC expense.

## **Article VI – Duties of Officers**

### ***Section 1***

#### **The President shall:**

- A. Preside at all the Conventions of the Central District LWMLC and at all the meetings of the Executive Committee and Board of Directors;
- B. Appoint all standing committee members and special appointed personnel with the approval of the Executive Committee;
- C. Be an ex-officio member of all committees except the Nominating Committee;
- D. Perform the duties pertaining to the office.
- E. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

## *Section 2*

### **The Vice-President of Member Development shall:**

- A. Serve as an assistant to the President and perform the duties of the office in the absence of or at the request of the President;
- B. Perform such duties as may be delegated to her by the President and the Executive Committee;
- C. In the event of an emergency or unexpected vacancy in the office of the President, shall fill the temporary vacancy until an election is held by the Board of Directors;
- D. Serve as Chairman of the Member Development Committee, the Mission Service Committee, and the Committee on Young Women; each committee shall consist of three (3) members appointed by the Vice-President for Member Development with approval of the Executive Committee; each member shall be appointed for a three (3) year term and may be reappointed for a second consecutive three (3) year term.
  - 1. The Member Development Committee shall:
    - a. Encourage and enable women to mentor others;
    - b. Research and provide models for different organization structure models for Societies and Zones;
    - c. Provide materials and training to enable each LWMLC member to increase skills for leadership in the Central District LWMLC;
    - d. Conduct workshops, seminars, and training sessions with the Central District LWMLC Board of Directors, Zone Leadership Coordinators, and others as requested.
  - 2. The Mission Service Committee shall:
    - a. Welcome and befriend any missionaries in the Central District LWMLC and whenever possible, arrange educational tours;
    - b. Keep in contact with missionaries in foreign fields by correspondence;
    - c. Consult the LWML–Canada Member Development Committee for information in carrying out mission service activities;
    - d. Encourage Societies to participate in the mission service activities recommended by the LWML–Canada Member Development Committee and the Central District LWMLC Mission Service Committee.
  - 3. The Committee on Young Women shall:
    - a. Educate young women about the mission of the LWMLC and encourage active participation in the scope of LWMLC ministries;
    - b. Seek out, screen and select young women to represent the Central District LWMLC at the LWML–Canada Convention;
    - c. Publicize the Young Women program in Central District LWMLC publications.
- E. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

## *Section 3*

### **The Vice-President of Christian Growth shall:**

- A. Serve as an assistant to the President and perform the duties of the office at the request of the President;
- B. Perform such duties as may be delegated to her by the President and the Executive Committee;
- C. Serve as Chairman of the Christian Growth Committee and the Program Resource Committee; each committee shall consist of three (3) members appointed by the Vice-President of Christian Growth with approval of the Executive Committee; each member shall be appointed for a three (3) year term and may be reappointed for a second consecutive three (3) year term.

1. The Christian Growth Committee shall:
    - a. Encourage active participation in Bible study programs, prayer, and other Christ-centered programs;
    - b. Plan programs for lay training in God's mission work and other Christ-centered programs;
    - c. Present suggestions and offer advice for conducting Christian Growth programs on the Zone and Society levels;
    - d. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.
  2. The Program Resource Committee shall:
    - a. View and edit materials for use as program helps.
- D. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

#### ***Section 4***

##### **The Vice-President of Christian Mission shall:**

- a. Serve as an assistant to the President and perform the duties of the office at the request of the President;
- b. Perform such duties as may be delegated to her by the President and the Executive Committee;
- c. Serve as Chairman of the Mission Grants Committee, which shall consist of three (3) members appointed by the Vice President of Christian Mission with the approval of the Executive Committee; terms of office shall be for three (3) years and may be reappointed for a second consecutive three (3) year term;
- d. Promote and encourage women to be mission minded;
- e. Provide information about ongoing and completed Mission Grants to members;
- f. Administer Mission Grants selection:
  1. Receive the proposals of Mission Grants as submitted by Members, Societies and Zones;
  2. Obtain further information, as necessary, about the proposed Mission Grant;
  3. Forward the proposals for Mission Grants to the Regional Pastor for the Central Region, Lutheran Church—Canada National Mission Executive, the President of the Central District LWMLC and two (2) pastoral counselors;
  4. Receive approval of the proposals for Mission Grants from the Lutheran Church—Canada National Mission Executive.
  5. List the proposals for Mission Grants alphabetically in the Central District LWMLC Newsletter and the Convention Manual;
  6. Present the proposals for Mission Grants to the Central District LWMLC Convention.
- g. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

#### ***Section 5***

##### **The Vice-President of Communication shall:**

- A. Serve as an assistant to the President and perform the duties of the office at the request of the President;
- B. Perform such duties as may be delegated to her by the President and the Executive Committee;
- C. Serve as Chairman of the Communications Committee.

1. The Communications Committee shall:
  - a. Consist of three (3) members appointed by the Vice President of Communications with the approval of the Executive Committee; the terms of office shall be for three (3) years and may be reappointed for a second consecutive three (3) year term;
  - b. Be responsible for overseeing all communication for the Central District LWMLC;
  - c. Consult the LWML–Canada Communication Committee for information;
  - d. Promote communications between all levels of LWML–Canada;
  - e. Coordinate and provide content for the web site;
  - f. Coordinate and provide content for the District Newsletter;
  - g. Provide training in communication.
- D. Newsletter Committee
  1. The newsletter committee shall have the newsletter Editor-in-Chief as its Chairman, who shall be appointed by the Central District LWMLC President and may be reappointed;
  2. The Editor-in-Chief shall:
    - a. Appoint as many members as deemed necessary for her committee, with the approval of the Executive Committee, who are from her own locality for the convenience in publication and distribution of the Newsletter;
    - b. Be responsible to the President;
    - c. Attend Executive Committee and Board of Directors meetings and any meetings as requested;
    - d. Attend the Central District LWMLC Convention at the Central District LWMLC expense.
  3. The Committee shall:
    - a. Circulate news promoting LWML–Canada through publication of a Central District LWMLC Newsletter.
- E. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

### ***Section 6***

#### **The Secretary shall:**

- A. Record the minutes of the meetings of the Central District LWMLC Executive Committee and the Board of Directors, and provide all members of those entities with copies thereof;
- B. Record the proceedings of the Central District LWMLC Convention and provide copies to the Board of Directors and to each Society;
- C. Conduct official correspondence and report to the Executive Committee and to the Central District LWMLC Convention;
- D. Prepare and file in the Minutes Book a record of current Standing Rules listing all motions of continuing action adopted at the Central District LWMLC Convention;
- E. Send minutes to LWML—Canada President, Regional Pastor for the Central Region, and Central District LWMLC Archivist.
- F. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

### ***Section 7***

#### **The Financial Secretary shall:**

- A. Receive all monies and deposit them in a bank approved by the Executive Committee;
- B. Keep an itemized account of all receipts;
- C. Provide a duplicate receipt of all deposits for the Central District LWMLC Treasurer and the Central District LWMLC President;



- D. Submit a financial report to the Central District LWMLC Convention and for all meetings of the Executive Committee and Board of Directors.
- E. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

### ***Section 8***

#### **The Treasurer shall:**

- A. Receive an account of all monies deposited by the Central District LWMLC Financial Secretary in a bank approved by the Executive Committee;
- B. Keep an itemized record of all receipts and disbursements;
- C. Make all payments authorized by the Central District LWMLC and the Executive Committee;
- D. Sign all cheques;
- E. Submit all records for a review engagement at the end of the fiscal year before every triennial convention;
- F. Prepare the mission goal/work program with the assistance of the Executive Committee.
- G. Report to each regular meeting of the Executive Committee, Board of Directors, and to the triennial Central District LWMLC Conventions.

## **Article VII – Nominations and Elections**

### ***Section 1***

The President, Vice-President of Member Development, Vice-President of Christian Growth, Vice-President of Christian Mission, Vice-President of Communication, Secretary, Financial Secretary, Treasurer, shall be elected at each Central District LWMLC Convention.

### ***Section 2***

Candidates for President shall have served on the District LWMLC Board of Directors. All other candidates shall have held office in a Society or Zone and be actively involved in their Society.

### ***Section 3***

Individuals, Societies, and Zones may submit names of nominees to the Nominating Committee prior to the Convention. Additional nominations may be made from the floor. Each nomination shall include qualifications and consent to serve.

### ***Section 4***

- A. The Nominating Committee will present a slate for each office to the Convention. Separate ballots for each office will be prepared;
- B. The Central District LWMLC President will call for nominations from the floor prior to the balloting for each office;
- C. Any nominee/member may be nominated from the floor for any number or all of the offices on the slate – this will be stated;
  - 1. In the event of one name on the slate of the nominees, the nominee shall be elected by acclamation.
- D. The balloting procedure will be separate for each office, and will be conducted in one given time frame as allowed for on the agenda;
- E. The ballots will be collected and kept separate after the balloting for each office;
- F. The counting/tallying of the ballots will be done immediately following the balloting;
- G. The results of the balloting will be announced collectively as stated on the agenda;
- H. All balloted elections are determined by a majority vote;

- I. Further balloting, if required, will take place at the direction of the President;
- J. A nominee elected to two or more offices must immediately choose where she wishes to serve. If the nominee is absent, the assembly shall vote to decide which office will be assigned.

## **Article VIII – Pastoral Counselors**

### ***Section 1***

The Central District LWMLC shall have not less than two (2) and no more than three (3) Pastoral Counselors, each serving for a term of three (3) years and eligible for a second consecutive three (3) year term. These Counselors shall be appointed at each Central District LWMLC Convention from a list approved by the Regional Pastor of the Central Region. Pastoral Counselors shall not have vote.

### ***Section 2***

The Counselors shall serve the Central District LWMLC in an advisory (non-voting) capacity; attend all Conventions, meetings of the Board of Directors and Executive Committee, and any meetings requested.

### ***Section 3***

One (1) counselor may attend, at the discretion of the Executive Committee, the LWML–Canada Convention as an observer at Central District LWMLC expense.

### ***Section 4***

The counselors shall attend the Central District LWMLC Convention at the Central District LWMLC expense.

### ***Section 5***

The President may ask a Zone Pastoral Counselor to serve in an advisory capacity in the absence or inability of the Central District LWMLC Pastoral Counselor(s) to perform his/their duties.

## **Article IX – Standing Committee**

Standing committee shall be the Central District LWMLC Structure Committee.

### ***Section 1***

#### **Structure Committee**

- A. The Central District LWMLC Structure Committee consisting of the Chairman and as many members as deemed necessary shall be appointed by the Central District LWMLC President. The Chairman shall be appointed for a three (3) year term and shall be eligible for a second consecutive three (3) year term;
- B. The Committee shall:
  1. Study and submit proposed amendments to the Executive Committee for review and approval;
  2. Send required number of copies of the Central District LWMLC bylaws and proposed amendments to the Chairman of the LWML–Canada Structure Committee for review and approval;
  3. Submit all proposed amendments to the Societies ninety (90) days prior to the Central District LWMLC Convention;
  4. Assist the Zones and Societies in writing their bylaws;
  5. Review and approve the bylaws of the Zones and Societies.

## **Article X – Special Appointed Personnel**

### ***Section 1***

Special appointed personnel shall be the Archivist/Historian, and Parliamentarian. They shall be appointed by the President. Their term of office shall be three (3) years or until a successor is appointed. They shall be eligible for reappointment for a second consecutive three (3) year term and shall not have a vote.

### ***Section 2***

#### **Archivist/Historian**

A. The Archivist/Historian shall:

1. Gather, classify, and preserve all materials of historical interest pertaining to the work of the Central District LWMLC;
2. Display any articles of historical value at the Convention; e.g. Historian's Book, pictures, clippings, etc.;
3. Be responsible to the Central District LWMLC President;
4. Attend Executive Committee and Board of Directors meetings, and any meetings as deemed necessary;
5. Attend the Central District LWMLC Convention at the Central District LWMLC expense as directed by the Board of Directors.

### ***Section 3***

#### **Parliamentarian**

A. The Parliamentarian shall:

1. Serve as an adviser on parliamentary procedure to the President, Officers and individual members on request;
2. Be responsible to the Central District LWMLC President;
3. Attend the Central District LWMLC Convention at the Central District LWMLC expense as directed by the Board of Directors.

## **Article XI – Administration**

### ***Section 1***

#### **The Executive Committee shall:**

A. Consist of the following elected officers of the Central District LWMLC who have voice and vote:

- President
- Vice-President of Member Development
- Vice-President of Christian Growth
- Vice-President of Christian Mission
- Vice-President of Communication
- Secretary
- Financial Secretary
- Treasurer

B. Transact the business of the Central District LWMLC between meetings of the Board of Directors;

C. Conduct its business, when necessary, by mail, telephone or electronic means. For in-person meetings, if all the Executive Committee members consent, one or more members may participate in a meeting by means of such telephone or other communications facilities as permit

all persons participating in the meeting to hear each other, and an Executive Member participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Executive Committee held while a member holds office.

- D. Approve all appointments made by the Central District LWMLC President;
- E. Approve additional committees as required to carry out the work of the District;
- F. May meet in the Convention city prior to the Convention;
- G. Plan and supervise the program of the Central District LWMLC;
- H. Fill all vacancies in the elective and appointive positions except in the office of the President;
- I. The following appointed personnel shall be invited to attend the Executive Committee meetings and shall have voice, but not vote:
  - Pastoral Counselors as advisory members
  - Chairman of the District newsletter (Editor-in-Chief)
  - Chairman of the District Structure Committee
  - Special appointed personnel at the call of the President

## *Section 2*

### **The Board of Directors shall:**

- A. Consist of the Executive Committee as listed in Article XI, Section 1, who have voice and vote, as well as:
  - Appointed Chairman of the Structure Committee
  - Appointed Chairman of the Newsletter Committee
  - Zone Presidents/Zone Representatives
  - Advisory members shall be:
    - Pastoral Counselors
    - Archivist/Historian
    - Parliamentarian
- B. Meet semi-annually at the call of the President or at the request of a quorum of the Executive Committee;
- C. Conduct its business, when necessary, by mail, telephone or electronic means. For in-person meetings, if all the Executive Committee members consent, one or more members may participate in a meeting by means of such telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and an Executive Member participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Executive Committee held while a member holds office.
- D. Meet prior to the triennial Central District LWMLC Convention to consider all business matters to be presented to the Convention;
- E. In the event of an emergency or unexpected vacancy in the office of President, the vacancy shall be filled by the Vice-President of Member Development until such time as an election is deemed necessary by the Board of Directors. If there is no regularly scheduled meeting of the Board within thirty (30) days of the vacancy, the vote of the Central District LWMLC Board of Directors shall be by telephone or electronic means following the qualifications set out in Article VII Section 2 of the bylaws.

**Section 3**

- A. A quorum constitutes one-fourth of the members of the Executive Committee and Board of Directors in attendance at their meetings;
- B. All job descriptions are found in the Central District LWMLC Policy and Procedure Handbook.

**Article XII – Special Committees**

The Special Committee is the Nominating Committee.

**Section 1****Nominating Committee**

- A. The Nominating Committee, consisting of the chairman and two (2) members, shall be appointed triennially by the President;
- B. The Nominating Committee shall:
  1. Prepare a slate of candidates for each elective office;
  2. Notify all candidates prior to the Central District LWMLC Convention;
  3. Secure consent of the candidates to serve, if elected;
  4. Present the slate of candidates for each elective office to the Central District LWMLC Convention;
  5. Prepare ballots;
  6. The Chairman of the Nominating Committee shall attend the Central District LWMLC Convention at the Central District LWMLC expense.
  - 7.

**Section 2****Other Committees**

Other committees may be appointed as necessary. The Chairman of these committees and their members may be asked to attend the Central District LWMLC Board of Directors meetings by the President. Expenses for attendance at the Board meeting shall be paid by the Central District LWMLC.

**Article XIII – Conventions****Section 1**

Zones may extend invitations for hosting the Central District LWMLC Convention. Invitations shall be sent to the Central District LWMLC President three (3) years prior to the proposed date of the Convention.

**Section 2**

The Executive Committee shall inspect the facilities for the Convention and present site, dates and schedule of the Convention for approval by the Board of Directors.

**Section 3**

The Societies shall be notified of the time and place of the Convention through District's official publication at least sixty (60) days prior to the Convention.

**Article XIV – Mission Grants****Section 1**

The Central District LWMLC may undertake as many Mission Grants as necessary to utilize monies

allocated in the triennium. Such Mission Grants must first be approved by the Lutheran Church—Canada National Mission Executive.

***Section 2***

Mission Grants may be proposed by LWMLC Members, Societies or Zones.

***Section 3***

Ten (10) copies of the Mission Grant proposals shall be sent to the Vice-President of Christian Mission of the Central District LWMLC.

***Section 4***

The amount of money available for allocation to Mission Grants is included in the Central District LWMLC Work Program, which is approved by the delegates.

***Section 5***

Money voted for Mission Grants must be disbursed and put to use within a three year period from the time of the vote, or returned to the Central District LWMLC Treasurer for reallocation. The Central District LWMLC Board of Directors may reallocate returned or unrequested funds. The Central District LWMLC Board of Directors shall have authority to extend the time in case of extenuating circumstances, to a maximum of one year.

**Article XV – Finances**

***Section 1***

All Central District LWMLC funds shall be obtained through MITE offerings, or other voluntary means. These offerings shall be remitted in total to the Central District LWMLC Financial Secretary.

***Section 2***

Funds for use by the Societies may be collected through voluntary means other than that for MITE offerings.

***Section 3***

The Central District LWMLC shall send to the LWML–Canada Financial Secretary 40% or more of its MITE receipts at least monthly.

***Section 4***

No grants are to be made that necessitate a permanent subsidy from the funds of the Central District LWMLC. No grants shall be made to cover deficits or shortages in the Lutheran Church—Canada treasury.

***Section 5***

The Memorial Fund is an account designated to receive memorial donations for people or special anniversaries. This is not a trust account. The funds may be spent, on one-time expenses, at the discretion of the Central District LWMLC Board of Directors.

**Article XVI – Fiscal Year**

The fiscal year of the Central District LWMLC shall be April 1 to March 31 inclusive.

## **Article XVII – Parliamentary Authority**

The rules contained in the latest edition of Robert’s Rules of Order, Newly Revised shall apply on questions of procedure and parliamentary law that are not otherwise provided for in these Bylaws, or by the Bylaws of the LWML–Canada.

## **Article XVIII – Amendments**

### ***Section 1***

These Bylaws may be amended at the Central District LWMLC Convention by a two-thirds vote, provided at least ninety (90) days written notice has been given to all Societies, or provided that the proposed amendments have been presented at a previous Central District LWMLC Convention.

### ***Section 2***

By a unanimous vote, a proposed amendment may be presented to the Central District LWMLC Convention without previous notice. A three-fourths vote shall be required for adoption.

### ***Section 3***

All proposed amendments shall have been approved by the LWML–Canada Structure Committee prior to presentation at the Central District LWMLC Convention.

## **Standing Rules**

1. A voting member of the Board of Directors may not assume an elected position of the Zone President/Representative.
2. Convention registration shall cover the costs of facilities, guest speakers, official representatives, and of the expenses incurred in hosting the Central District LWMLC Convention as approved by the Executive Committee.

Date signed \_\_\_\_\_

Central District LWMLC President \_\_\_\_\_  
Lutheran Women’s` Missionary League–Canada  
Central District

Structure Committee Chairman \_\_\_\_\_  
Lutheran Women’s` Missionary League–Canada  
Central District