

# HANDBOOK

LUTHERAN WOMEN'S  
MISSIONARY LEAGUE CANADA, INC.



**Updated 2024**

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## **Tax Exemption**

Lutheran Women’s Missionary League–Canada Incorporated is a registered charitable organization and exempt from federal income tax.

Date of registration with Revenue Canada April 1, 1993 under 0969105-47.

# THE LEAGUE PLEDGE

In fervent gratitude for the Saviour's dying love and His blood bought gift of redemption, we dedicate ourselves to Him with all that we are and have; and in obedience to His call for workers in the harvest fields, we pledge Him our willing service wherever and whenever He has need of us.

We consecrate to our Saviour our hands to work for Him, our feet to go on His errands, our voice to sing His praises, our lips to proclaim His redeeming love, our silver and our gold to extend His kingdom, our will to do His will, and every power of our life to the great task of bringing the lost and erring into eternal fellowship with Him. Amen.

© 1955 LWML authored by Rev. Harry Fricke

## **La promesse de la Ligue missionnaire des femmes luthériennes du Canada**

Dans une fervente gratitude pour l'amour manifesté par la mort du Sauveur et le don de la rédemption gagnée par son sang,  
nous nous consacrons à lui avec tout ce que nous sommes et possédons;  
et en obéissance à son appel pour les ouvriers dans la moisson des champs,  
nous lui promettons notre service volontaire à tout moment où il a besoin de nous.  
Nous consacrons à notre Sauveur nos mains pour travailler pour lui,  
nos pieds pour faire ses courses,  
notre voix pour chanter ses louanges,  
nos lèvres pour proclamer son amour rédempteur,  
notre argent et notre or pour étendre son Royaume,  
notre volonté de faire sa volonté,  
et toutes les capacités de notre vie à la grande tâche de conduire les brebis perdues à la communion éternelle avec lui. Amen.

© 1955 LWML Révérend Harry Fricke, Auteur; trad. Rena Detlefsen

## LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA, INC.

Lutheran Women's Missionary League–Canada, Inc. is the official women's organization of Lutheran Church–Canada.

Lutheran Women's Missionary League–Canada is incorporated in the Province of Manitoba.

**Object:** Christian Growth, Christian Mission, Member Development, Communication

Financial grants for mission projects

**Motto:** Called to Serve  
(Deuteronomy 10:12)

**Colours:** Blues and Purples

**Logo:**

Adopted in 2018  
Winnipeg, Manitoba



**Official Publication:** Tapestry

**Registered Office:** 3074 Portage Avenue  
Winnipeg, MB R3K 0Y2  
(204) 895-3433

**Website:** [www.lutheranwomen.ca](http://www.lutheranwomen.ca)  
**Facebook:** Lutheran Women ([www.facebook.com/LWMLC](http://www.facebook.com/LWMLC))  
**Twitter:** [twitter.com/LWMLC](https://twitter.com/LWMLC)  
**News by e-mail:** subscribe via: [vpcommunication@lutheranwomen.ca](mailto:vpcommunication@lutheranwomen.ca)  
**News blog:** [lwmlcnews.wordpress.com](http://lwmlcnews.wordpress.com)

**Seal:**



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# LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA, INC.

## Mission Statement

The mission of Lutheran Women's Missionary League–Canada is to  
EQUIP, MOTIVATE and ENCOURAGE WOMEN to  
GROW in God's Word  
SHARE God's Son and  
SERVE God's people.



## Vision Statement

Ignited by the grace of God, members of Lutheran Women's Missionary League–Canada are actively encouraging women in the study of God's Word so they are passionate in sharing the Gospel through word and deed.

## We Believe

LWML–Canada, as an auxiliary of Lutheran Church–Canada, believes the Old and New Testaments are the inspired Word of God and acknowledges and accepts the confessional writings contained in the Book of Concord.

## Our Values

Members of LWML–Canada value—

- God's Word
- Growth in God's Grace
- Women
- Relationships
- Communication
- Integrity
- Unity
- Service

## Our Goals

1. To significantly increase women's participation in God's Word.
2. To develop relationships among women.
3. To assist women in developing skills to confidently carry out the mission of the Church.

## Objectives

1. To develop and maintain an awareness of mission and ministry among women through Christ-centered education and Christ-centered inspiration.
2. To encourage the Christ-centered support of and the adoption of service projects.
3. To receive and dispense funds for mission related projects that are directly sponsored and/or approved by Lutheran Church–Canada.

## THE EXPLANATION OF OUR LOGO



The intertwined hearts of LWML-Canada's new logo illustrate:

- Women woven together with Christ like a tapestry
- Christ's heart interlaced with our hearts
- The love we have for Jesus, each other, and those we serve with our time, talents and mites
- The diversity of the women in Lutheran Church-Canada

We are:

- Equipped as we study together in the Word
- Enabled to serve together in fellowship
- Encouraged as we share Christ and His love with other women at home and around the world

For the benefit of those doing computer layout, colours are Pantone 669C, Pantone 2612C, Pantone 7687C, Pantone 7689C.

## BRIEF HISTORY

When the Lutheran Women's Missionary League became an official auxiliary to The Lutheran Church–Missouri Synod in 1942, most Missouri Synod congregations in Canada already had organized ladies' groups interested primarily in serving their own congregation. By 1950 the concept of LWML was spreading throughout these congregations. They began to consider broadening their outlook and activities and so became part of the International LWML. Laurentian and Ontario Districts joined in 1950, followed by the Alberta–British Columbia District in 1951 and the Manitoba and Saskatchewan District in 1953.

When voting congregations across Canada chose to become an independent Lutheran Church, and Lutheran Church–Canada moved towards autonomy, its leaders recognized the need for its auxiliary organizations to remain in step. In 1983 Canadian ILWML presidents met with the Lutheran Church–Canada Board of Directors to discuss the possibility of an autonomous women's auxiliary. Canadian ILWML District Presidents organized themselves into a Task Force to explore options open to the LWML in Canada. These options were presented to the membership in a survey and in 1988 all LWML District conventions approved becoming a Canadian LWML official auxiliary to Lutheran Church–Canada while maintaining a special sharing relationship with International LWML. The Founding Committee was established to carry out this option.

Lutheran Church-Canada became an autonomous synod on January 1, 1988. With the incorporation of Canadian congregations of the Minnesota North District of the Lutheran Church–Missouri Synod into the Central District of Lutheran Church–Canada, the Ontario Sonset LWML District was formed and became Canada's fifth district.

The Protocol Document was ratified at all district conventions in 1990 and at the International LWML convention in 1991. At district conventions in 1992 delegates selected the name —LWML–Canada, a logo and the motto —Called to Serve.

The Founding Convention was held in Edmonton, Alberta, June 20 – 21, 1993. The League charter was signed by district presidents, zone and society delegates. The first officers were elected and for LWML–Canada, the future had begun.

In 2022 LWML–Canada and Lutheran Church–Canada signed a Memorandum of Understanding ratifying the longstanding relationship between these two organizations.

# HISTORY OF THE MITE BOX

Based on the Biblical story of the widow's mite (Luke 21:1-4 KJV), the mite box is intended for regular contribution of mites - offerings above and beyond the support given to the congregation and the Synod. Mite box contributions amount to thousands of dollars that support district and LWML–Canada mission grants and implement the LWMLC program. Mites were distributed as follows: in 1993 at the founding convention, 25% for LWML–Canada mission grants and administration and 75% for District mission grants and administration. In the mid 1990's the percentages changed to 40% and 60% respectively. As of April 2022, 100% of mites are sent directly to LWML–C for all mission grants and administration.

Women should be encouraged to keep mite containers in a prominent place and contribute to them regularly.

Mite offerings are gathered at meetings, preferably with prayer or mite devotions.

Society treasurers remit contributions monthly to the district treasurer or other designated person.

Mite boxes are no longer available and have been replaced by envelopes. Pre-order your Mite Envelopes from the Resource Centre for pick up at the convention. You can also have them sent to you for the cost of shipping. The Mite Envelopes are available in bundles of 12 or larger bundles of 50.

To contact the Resource Centre: call 1-548-994-7850 (this is not a toll free number) or e-mail [resourcecentre@lutheranwomen.ca](mailto:resourcecentre@lutheranwomen.ca).

## MITE BOX ENVELOPES – NEW DESIGN



WRAP AROUND COVERS – Available in the original or new design

Mite box wrap-around covers can be downloaded from the LWMLC website at [www.lutheranwomen.ca](http://www.lutheranwomen.ca). They will fit a small Pringles container or a Tetley tea cannister. These alternatives to a regular mite box will fit into a cup holder in your car. Consider other places you might use it.





# LWML–CANADA MITE BOX EXPLANATION OF THE SYMBOLISM

Artist: Carol Jean Harms

## Front Panel

The curving ribbon is like a path that begins and ends at the cross. Our Christian life is the same. Beginning in baptism the Holy Spirit gives us faith in Christ who dies on the cross that we might live eternally with Him. God so loved the world that He sent His son, Jesus, to be the Saviour from sin, death and the devil. Whoever believes in Him will have eternal life.

## Top Panel

Eternity is symbolized by the circle and is combined with the cross. The extending arm of the crosses on the top and front panels symbolize this act of mission to us and to all people throughout the world.

## Side Panel



The path is not straight and flat but moving and twisting, symbolizing the LWMLC member always on the go! Dedicated and mission-minded, we continually seek opportunities to walk in the way of the Lord with praise, love and servitude.

## Back Panel

We are called by the Holy Spirit (dove) to reach out with Christ's love and mercy to our family and friends, to our church and neighbourhood, and with our mites to communities across Canada to the ends of the earth. This is symbolized by the dove descending upon an earth enveloped by a heart with a cross.

Locate where you live on the globe and mark it. This is where mission begins—with each of us, a child of God and a member of LWML–Canada.

We offer our mites in thanksgiving for what the Lord has done for us. It is through God's blessings that our mites open further mission opportunities for home and abroad. Wherever the Word is shared and the love of Christ is shown through Christian service, the Holy Spirit gives the precious gift of faith.

## Prayer

Thanks be to God, the Father, for creating us and our beautiful world. Thanks be to Jesus for redeeming us with His blood upon the cross. Thanks be to the Holy Spirit for the gift of faith and for calling us to serve so that all may know the love of Christ and walk in His way. Amen.

## ***TAPESTRY***

Lutheran women's Missionary League–Canada Inc. publishes a magazine, *Tapestry*, three times a year. Affiliated societies usually order one copy for each member. *Tapestry* is sent out in a bulk mailing to the society. It is also available as an online version, audio version and large print. This magazine is also available to other women outside the organization.

- Each society is responsible for their own bulk order by April 30 each year through *Tapestry's* circulation manager (details printed in magazine). All changes are to be made directly through the circulation manager.
- A *Tapestry Partner* may be appointed to promote *Tapestry*. She may assume responsibility for distributing the magazine to members, encouraging its use individually and in the society. She may also encourage members to contribute articles and news according to the themes provided by the editor.
- A list of themes for the coming triennium will be distributed to societies with the intent being to encourage people to contribute to the appropriate editor, news, articles and other items based on those themes. Guidelines for writers, photographers and artists are available from the editor-in-chief.
- Each district may have its own publication. Method of distribution and payment for the district edition is decided by the district.



## CALLED TO SERVE

Official Theme Hymn  
Lutheran Women's Missionary League – Canada

Sounding forth from heaven's throne;  
God calls out unto His own,  
Make disciples as you go  
That the world My love may know. REFRAIN

REFRAIN:  
Called to serve the Lord we love, Gifted by His hand above.  
Called to serve, Lord, may we be, Faithful servants all for Thee.

Faithful to the Father's will,  
Jesus died on Calv'ry's hill  
Rose again that we might live,  
Gave us pow'r that we might give. REFRAIN

To this world in darkest night,  
God has brought His Gospel light,  
Calling us whom He has won  
To proclaim what He has done. REFRAIN

Gathered in the Saviour's name  
Lutheran Women share this aim:  
Gladly serve the Christ, our Lord;  
Him we praise with one accord. REFRAIN

*Words and melody by Mark Sallach*



## LORD JESUS, YOU HAVE CALLED US

Official Theme Hymn  
Lutheran Women's Missionary League – Canada

Lord Jesus, You have called us to be Your servants true,  
Empow'r us by Your Spirit to serve in all we do  
Grant us Your grace and mercy, Your wisdom from above.  
That we may heed your calling to serve in truth and love.

You've called us out of darkness into your marv'lous light.  
Once bound by sin and Satan, we're set free by Your might.  
Baptized into Your Kingdom, our lives were cleansed from sin.  
Now, as Your sons and daughters, our hearts know peace within.

Lord Jesus, as You humbled Yourself and bore the cross,  
Move us to serve Your people through suffering, pain or loss;  
And when, through sin, we wander or fail Your law to keep, Eternal, tender Shepherd, recall Your  
ransomed sheep.

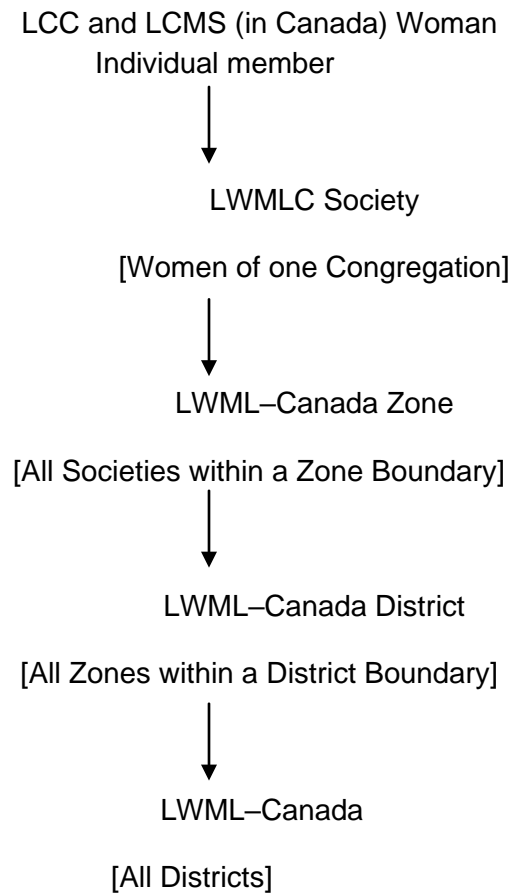
Grant us Your Holy Spirit; renew us with Your Word;  
Move us to spread Your Gospel to those who have not heard  
Now clothed in servant's garments, robed in Your righteousness, May we through loving service Your  
holy name confess.

Dear Father, may we fear You and walk in all Your ways,  
Empow'r us Holy Spirit, to use Your gifts in praise.  
Move us, dear King and Saviour, to serve with heart and soul.  
Grant steadfastness and call us to reach our heavenly goal.

Words: Joann R. Willie © 1995  
Tune —Aurelia, LW 289; TLH 473



## LWML–CANADA STRUCTURE



# STRUCTURE OF LWML–CANADA, INC.

## Board of Directors

- President
- Vice-president, Member Development
- Vice-president, Christian Growth
- Vice-president, Christian Mission
- Vice-president, Communication
- Vice-president, District Administration (4)
- Recording Secretary
- Financial Secretary
- Treasurer

## \*Standing Committees

- Member Development
- Christian Growth
- Christian Mission
- Communication
- Finance

## \*Special Committees

- Structure
- Nominating
- Resolutions

## \*Advisory Members

- Archivist/Historian
- Data Manager
- Parliamentarian
- Counsellors

President is ex-officio member of all departments and committees except nominating committee.

\*Non-voting

## **An active society of LWML–Canada**

What does it mean to be an active society of Lutheran Women’s Missionary League– Canada? While LWML–Canada Bylaws do not define what constitutes an active society, the Bylaws and Handbook support four things as being essential for a society to be recognized as —active. The women forming a society shall 1) come together for study, support and action; 2) participate in the ministry of LWML–Canada beyond the congregation; 3) provide financial support for the total program of LWML–Canada; and 4) designate leadership that shall be in communication with the national and district bodies of LWML–Canada.

## **Come together for study, support and action**

Women in a society of LWML–Canada can come together for study, support, and action in any number of ways. There is no prescribed way, and the way each society comes together can change as the makeup of the group changes or the needs of the women change. Not everyone in a society need participate in every activity. A society could involve several smaller groups of women, with each group carrying out a different activity. Study may involve the Bible studies found in *Tapestry* or other resources. Groups may gather regularly to read and discuss Christian books or topics. Supporting each other may involve praying together or through a prayer chain. It may involve a “secret sister” or “special sister” exchange. Action may involve making quilts or kits for those in need, working in a food pantry, visiting shut-ins or involving the youth of the congregation in mission. Study, support and action may be as unique as the members making up the society, encouraging and helping each member to grow and reach out in Christ.

## **Participate beyond the congregation**

Programming and activities occur in several different levels of LWML–Canada: zone, district and national. Women in a society may attend an event sponsored by their zone such as a retreat or training event. They may participate in a district event. Subscribing to *Tapestry* and registering for *LWML–Canada Update* and other online publications are all ways to participate in our mission beyond the congregation, as is attending a triennial LWML–Canada convention.

## **Provide financial support for the total program**

What does it mean to provide financial support for the total program of LWML–Canada? In the fullest sense, the women in a society would regularly be doing all these things:

- Collecting regular offerings for local and zone mission work and mites to support the national body in their mission work.
- Supporting designated giving programs of LWML–Canada such as the Gifts for Growth Fund.
- Participating in occasional giving opportunities, like the anniversary of the organization or an honour or memorial donation.
- Subscribing to *Tapestry*.
- Purchasing other resources available at the LWMLC Resource Centre.

Some of our societies do indeed support the organization in all these ways. Other societies may do one or two of these things. There are likely growth opportunities for most societies in this area, and so we encourage all societies to grow in their financial support of LWML–Canada.

## **Designate leadership to be in communication**

This is a simple requirement. One person in the society needs to be the contact person, so that information from the national officers whom you elect to serve you can be provided to the society.

## Did you know that LWMLC \* is...

### *In the Word*

- Studying together with Bible studies?
- Worshipping God in devotions and building up each other in fellowship?
- Sharing concerns and bringing each other, and friends, before God in prayer and petition?
- Meeting, learning and working together in gatherings from local and area events to retreats and conventions?
- Growing in faith and confidence through activities tailored for women?

### *In service*

- To her members with spiritual and educational resources and an award-winning publication: *Tapestry*?
- To her Church community by sponsoring congregational events?
- To her "neighbours" with practical help?
- To her nation and beyond by scouting for and contributing to project grants for mission work?

### *Incorporated*

- As the women's auxiliary of Lutheran Church–Canada, solely relying on the contributions of her members for financial support?

### *In support*

- Of missionaries in our own backyard and in foreign countries?
- Of our seminaries and their graduates and church workers?

### *In partnership*

- With over 1643 members in 162 societies all across Canada as of July 2021?
- Linked with women in the USA, Australia and England?

### *Looking for*

- All women to be part in the 'Great Commission' of our Lord Jesus Christ to "go and tell all nations...."?

You'll find us on the web ([www.lutheranwomen.ca](http://www.lutheranwomen.ca)), Facebook (Lutheran Women) or in your congregation!



# THE SOCIETY

The society is a vital link in the organization chain of Lutheran Women's Missionary League—Canada. The entire League program — society, zone, district, and LWML—Canada — begins with the individual member.

## The Individual Member and the Society

An individual member's involvement with LWML—Canada generally begins through the society. The society therefore should:

- help each member draw closer to the Lord
- encourage and equip women to use their God-given talents in sharing God's love
- offer opportunities for service within the congregation and for outreach in the community.

## Membership

- the unit of membership in LWML—Canada is a society within a congregation of Lutheran Church—Canada or The Lutheran Church—Missouri Synod (in Canada) (League by-law 1.01 and 4.01)
- individual membership is available to those women within a congregation that does not have a society. Individual members may attend meetings and conventions on a nonvoting basis (League bylaws 4.06)

## Organization/Structure

Structure of LWMLC societies depends on the needs of the women involved. Therefore, a society may be:

- a group formed especially for the purpose of sharing in the objectives of the league, participating in its program and engaging in mission service
- a special group existing under the Circle Plan. A Circle Plan unites the women of the church in one general society, with smaller special interest groups — circles — working separately, e.g.: missions, altar care, nursery, etc.

When two or more LWMLC groups exist within one congregation, they are considered a **single unit** for purposes of representation.

## Program

It is expected that an LWMLC society, in addition to supporting the program of the congregation, will:

- promote the objects of the League —Christian growth, Christian mission, member development, and communication
- encourage use of the official LWML—Canada publication *Tapestry*, as well as the district publication
- distribute mite tins or envelopes for contributions to mission grants
- make use of programs and resources available through Download on Demand (DOD) and the Resource Centre

## **Officers**

To carry out a program effectively, a society may have:

- a president, secretary, and treasurer who have specific assigned duties. Other officers, such as vice-presidents, program chair, or standing committees or chair, may be elected or appointed.
- A planning committee to carry out the duties for the purpose of the society.
- An executive committee (officers and committee chair) or the planning committee may serve to plan and evaluate the society program.

## **Program Implementation**

To implement the LWML–Canada program, societies may focus on the following areas through chair, committees, or elected officers:

### **I. MEMBER DEVELOPMENT**

The Member Development program enables women to recognize and use their God-given talents in His service. Member Development chair/committee strives to:

- gain new members for the society
- provide opportunity to develop leadership skills
- encourages members to adopt service projects in the congregation, community, and beyond
- attend zone or district member development activities

### **II. CHRISTIAN GROWTH**

A primary objective of the league is to nurture the spiritual growth of its members. A Christian Growth program to encourage spiritual growth within the society through such means as:

- Bible centered devotions or studies at each meeting; .i.e.: topic studies in Tapestry
- Bible study groups
- Annual service of prayer, either in the congregation or together with neighbouring LWMLC groups
- use of spiritual growth materials available through the districts
- attendance at zone or district Christian growth activities.

### **III. CHRISTIAN MISSION**

Empowered by the Word, women reach out to others in deeds of loving service. The Christian Mission program

- promotes mission service projects as suggested by the zone, district or LWML-Canada
- encourages use of mites to support mission grants
- attends Christian mission activities of the zone and district

### **IV. OTHER**

Most societies find it helpful to have a historian and a public relations person. Other committees and the chairs may be appointed or elected as necessary (i.e.: nominating).

## **FINANCES**

Lutheran Women's Missionary League–Canada is supported by voluntary offerings. Mite offerings are remitted monthly to the LWMLC financial secretary. Each society may choose its own methods of raising funds for other purposes.

### **The Society and the Zone**

The society relates directly to the zone. Through the zone the society receives information and programs of the district and LWML–Canada. Societies are therefore expected to:

- encourage all members to support zone activities with attendance and participation
- communicate with zone officials, notify them of changes in officers, addresses, etc., and reply to zone correspondence promptly
- relay to society members information received from the zone
- host zone activities when possible

### **The Society and LWML–Canada**

The society has voice and vote at the LWML–Canada convention through delegates chosen from its respective zone. (League by-law 6.03 and 6.06)

## **CIRCLE PLAN**

A circle plan in the LWMLC society allows for smaller groups to provide a broader and more effective program — yet all circles are united as one under the —umbrella group, the LWMLC society. The circles may be service groups, interest groups, Bible study groups, or groups that meet at different times. The chair of the circle and the meeting times are determined by the members in each circle but it is important to reinforce the allegiance of individuals to the larger group, LWMLC.

### **SAMPLE MEETING AGENDA**

1. Call to order
2. Opening devotion (dedication of mite offerings may be included in opening or closing devotion)
3. Program (may be presented at this point or after new business)
4. Minutes of preceding meeting - may be distributed to members prior to meeting
5. Communications not requiring action
6. Treasurer's report
7. Reports of other officers
8. Reports of board of directors/executive committee, or standing committees
9. Reports of special committees
10. Unfinished business
11. New business, including elections and communications requiring action
12. Announcements
13. Adjournment
14. Closing devotion

With the approval of society members, business may be conducted by the Executive or Planning Committee.

### **SAMPLE FELOWSHIP GATHERING AGENDA**

1. Opening Devotion
2. Mite Offering / Society Offering
3. Activity
  - Bible study
  - Servant event
  - Guest speaker
4. Fellowship

Note: Chair are encouraged to secure a copy of Robert's Rules of Order Newly Revised.

## DISTRICTS AND ZONES

### Alberta-British Columbia District

1	Vancouver Island Zone	7	Peace River Zone - inactive
2	Vancouver Zone	8	Evergreen Zone
3	Fraser Valley Zone	9	Concordia Zone
4	Cariboo Zone	10	Parkland Zone
5	Okanagan Zone	11	South Alberta Zone
6	Kootenay Zone - disbanded		

### Central District

12	NorWestern Zone	17	Parkland Zone
13	Northland Zone	18	Wheatland Zone
14	Assiniboine Zone	19	Winnitoba Zone
15	Southwest Zone	20	Patricia Zone
16	Capital Zone	21	Thunder Bay Zone

### Laurentian District

22	Rockhaven Zone	24	Capital Zone
23	Valley Zone		

### Ontario District

25	Hanover Zone	29	London Zone
26	Toronto Zone	30	Windsor Zone
27	Mitchell Zone	31	Niagara Zone
28	Waterloo Zone		

### Lutheran Church–Canada Regions

**East Region** covers Southern Ontario through Timmins and all provinces and territories eastward

**Central Region** covers all of Manitoba, Saskatchewan and Northwest Ontario (including Fort Frances, Kenora and Dryden to the West and Nipigon and Manitouwadge to the East)

**Alberta–British Columbia Region** covers all of Alberta and British Columbia

# SCHEDULE “A”

## LISTS OF DISTRICTS AND ZONES

### Alberta–British Columbia District

Shall encompass the Provinces of Alberta and British Columbia and shall include the following zones.

Vancouver Island Zone	Peace River Zone-inactive
Vancouver Zone	Evergreen Zone
Fraser Valley Zone	Concordia Zone
Cariboo Zone	Parkland Zone
Okanagan Zone	South Alberta Zone
Kootenay Zone-disbanded	

### Central District

Shall encompass the Provinces of Manitoba and Saskatchewan and that portion of the Province of Ontario west of a north south line drawn 20 miles east of the most eastern boundary of the City of Sault Ste. Marie and shall include the following zones.

Assiniboine Zone	Patricia Zone
Capital Zone	Southwest Zone
Northland Zone	Thunder Bay Zone
NorWestern Zone	Wheatland Zone
Parkland Zone	Winnitoba Zone

### Ontario District

Shall encompass the southern portion of the Province of Ontario and shall include the following zones:

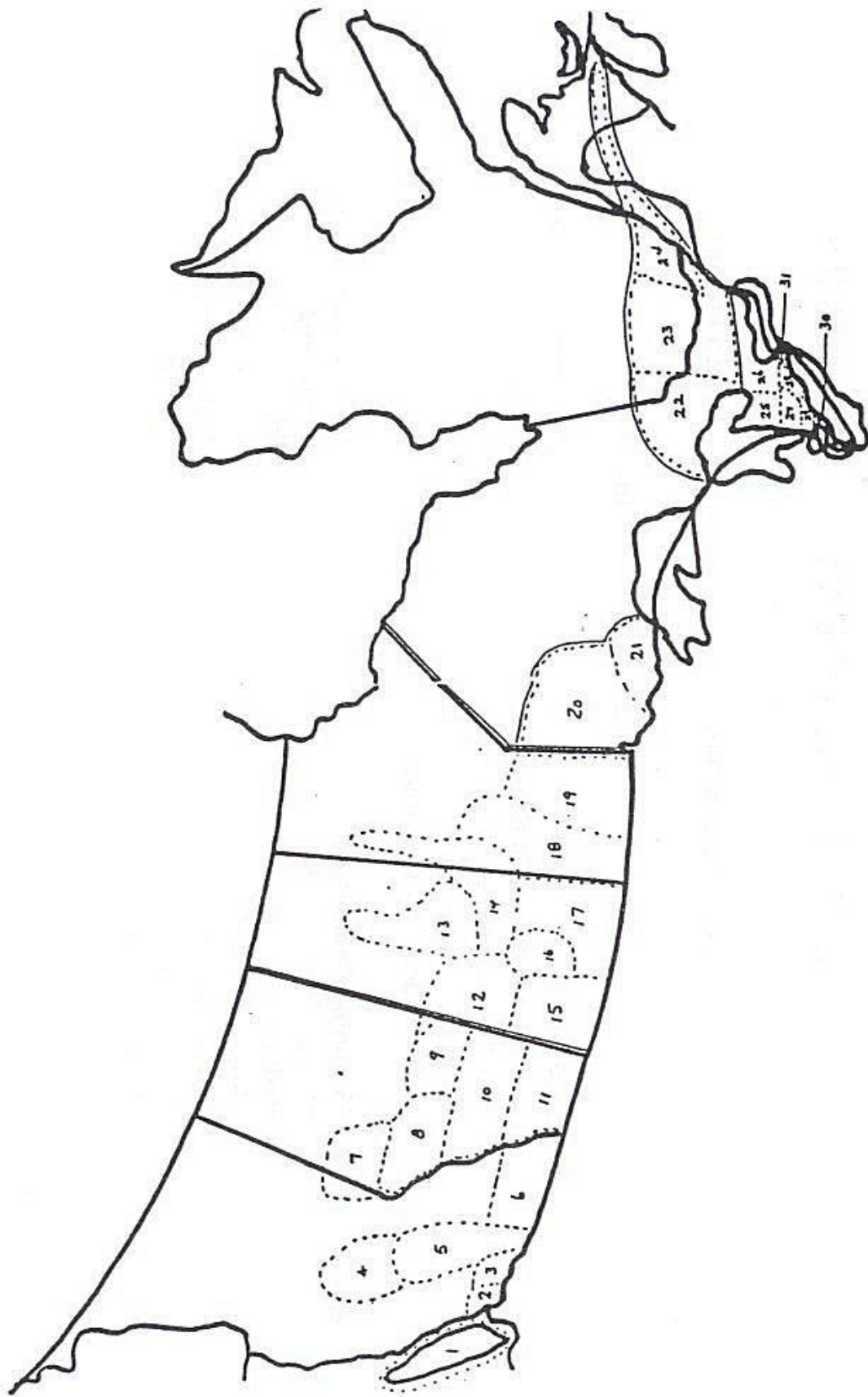
Hanover Zone	London Zone
Toronto Zone	Windsor Zone
Mitchell Zone	Niagara Zone
Waterloo Zone	

### Laurentian District

Shall encompass the Ottawa Valley, North Eastern Ontario, and the Provinces of Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and shall include the following zones:

Rockhaven zone  
Valley Zone  
Capital Zone

[See By-law No. 1/2012]



Go to **Districts & Structure** tab on the website to see digital maps of the Zones.

## **ZONE**

A zone is a group of societies in the same geographic area united to promote the objects of the Lutheran Women's Missionary League–Canada: Christian Growth, Christian Mission, Member Development, and Communication.

### **Purpose**

- To create a level of LWML – Canada which will focus mainly on Spiritual growth and Christian fellowship
- To help us fulfill the Mission and Vision Statement and provide more opportunities to include all women of LCC in events which include:
  - Bible studies
  - Inspirational speakers
  - Mission and Servant Events
  - Development of gifts
- To provide an outreach program for LCC women with Christian programs of interest to women in our communities including:
  - Inspirational speakers
  - Christian Fellowship
- A link in the relationship of the society to the LWML–Canada Board of Directors
- Representation at LWML–Canada conventions

### **Rallies and other Zones Events**

- At least one zone rally or renewal shall be held each year.
- All women of LCC can be invited to participate.
- A Zone event may consist solely of Spiritual growth and Christian fellowship; business may be handled by the executive or planning committee or may be included at the zone event as needed.
- Each member society has the privilege of hosting an event.
- Programs are planned and conducted by zone officers or zone planning committee and host society or as directed by LWMLC.
- Retreats and workshops may be planned. Use of LWML–Canada Seminars are encouraged.

### **Structure**

- Assignment of member societies to zones (League bylaws 4.08)
- Governance of zones (League bylaws 6.01)
- With communication and information from national now being directed to societies, the purpose of zones includes those listed above.



The following two structures are approved for zones, using components for either or a combination of the two:

### Committees and Duties

<p>Executive Committee</p> <ul style="list-style-type: none"> <li>• Officers generally include:             <ol style="list-style-type: none"> <li>a. a president, vice-president, secretary, and treasurer.</li> <li>b. other elected or appointed officers and committees following the structure of LWML–Canada</li> <li>c. specific responsibilities listed below</li> </ol> </li> <li>• a pastoral counsellor is appointed by the Executive</li> </ul>	<p>Planning Committee</p> <ul style="list-style-type: none"> <li>• Consists of one of the following:             <ol style="list-style-type: none"> <li>a. one representative from each society</li> <li>b. elected representatives from societies.</li> <li>c. one society in the zone serving on a rotation basis (in large geographical areas)</li> <li>d. specific responsibilities listed below</li> </ol> </li> <li>• a pastoral counsellor is appointed by the Planning Committee</li> </ul>
<p><b>Business</b></p> <ul style="list-style-type: none"> <li>• Decisions and plans may be handled by the executive or conducted at the zone event</li> <li>• Business which must take place at a zone event (league bylaws 6.03-6.07) includes:             <ol style="list-style-type: none"> <li>a. Election of delegate and alternate for national conventions</li> <li>b. If an ongoing treasury is kept, voting on disbursement of funds</li> <li>c. Election of officers</li> </ol> </li> </ul>	<p><b>Business</b></p> <ul style="list-style-type: none"> <li>• All decisions and plans are handled by the planning committee</li> <li>• Business which must take place at a zone event (league bylaws 6.03-6.07) includes:             <ol style="list-style-type: none"> <li>a. Election of delegate and alternate for national conventions</li> </ol> </li> </ul>
<p><b>Finances</b></p> <ul style="list-style-type: none"> <li>• Treasurer             <ol style="list-style-type: none"> <li>a. Keeps a record of all receipts and disbursements.</li> <li>b. Pays bills approved by zone president.</li> <li>c. Reports at rallies.</li> <li>d. Submits records annually for financial review.</li> </ol> </li> <li>• Zones do not support mission grants other than those of LWML–Canada.</li> <li>• Other offerings may be used for expenses of delegates to the LWML–Canada convention.</li> <li>• Zones vary in financing delegate expenses.</li> <li>• A registration fee at rallies may be used to pay operating expenses.</li> </ul> <p>An ingathering for a specific organization may be held.</p>	<p><b>Finances</b></p> <ul style="list-style-type: none"> <li>• Host society for each zone event will handle finances, disperse funds after each function as allocated and report to planning committee</li> <li>• Zones do not support mission grants other than those of LWML– Canada.</li> <li>• Other offerings may be used for expenses of delegates to the LWML–Canada convention.</li> <li>• Zones vary in financing delegate expenses.</li> <li>• A registration fee at rallies may be used to pay operating expenses.</li> <li>• If a servant event is held, registration fee may be used to cover materials needed for project or materials may be donated by members and societies.</li> </ul> <p>An ingathering for a specific organization may be held</p>

<p><b>Delegates</b></p> <p>□ After a convention, the elected delegate(s) reports to member societies. The report should include:</p> <ul style="list-style-type: none"> <li>a) election results and mission grants chosen</li> <li>b) financial goals for the coming triennium</li> <li>c) information on new programs</li> <li>d) convention highlights</li> </ul>	<p><b>Delegates</b></p> <p>□ After a convention, the elected delegate reports to member societies. The report should include:</p> <ul style="list-style-type: none"> <li>a) election results and mission grants chosen</li> <li>b) financial goals for the coming triennium</li> <li>c) information on new programs</li> <li>d) convention highlights</li> </ul>
<p><b>Responsibilities of Elected Personnel</b></p> <p><b>President</b></p> <ul style="list-style-type: none"> <li>• Presides at zone rallies and meetings of zone executive board.</li> <li>• May invite Vice-president, District Administration or her representative to speak at rally.</li> </ul> <p><b>Vice-President(s)</b></p> <ul style="list-style-type: none"> <li>• Performs duties of president in the absence of the president and carries out other assigned duties</li> </ul>	<p><b>Responsibilities of Planning Committee</b></p> <p>All duties may be shared responsibilities by members of the committee</p> <p><b>Chair</b></p> <ul style="list-style-type: none"> <li>• Presides at zone rallies and meetings of zone planning committee</li> <li>• May invite Vice-president, District Administration or her representative to speak at rally.</li> </ul>
<p><b>Records - Secretary</b></p> <ul style="list-style-type: none"> <li>• Keeps minutes of zone rallies and meetings of zone officers.</li> <li>• Keeps current a mailing list of all organizations in the zone.</li> <li>• Sends notices of all zone meetings to member societies.</li> <li>• Furnishes LWML–C data manager and Vice-president, District Administration with names and addresses of all zone officers or chair of planning committee.</li> <li>• Attends to necessary correspondence.</li> </ul>	<p><b>Records</b></p> <ul style="list-style-type: none"> <li>• Keep record of each zone event: date, host society, theme, speaker, activity, offering amount and designation and motions.</li> <li>• Keep current a mailing list of all organizations in the zone.</li> <li>• Send notices of all zone meetings to member societies.</li> <li>• Submit to LWML–C data manager and Vice-president, District Administration names and addresses of planning committee members and appointed district representative.</li> <li>• Attends to necessary correspondence.</li> </ul>

<p><b>Member Development Committee</b></p> <ul style="list-style-type: none"> <li>• Encourages societies to use LWML–Canada Member Development materials.</li> <li>• Promotes and conducts training sessions for zone and society leaders.</li> <li>• Serves as liaison between LWML–Canada Member Development Committee and societies.</li> </ul> <p><b>Christian Growth Committee</b></p> <ul style="list-style-type: none"> <li>• Encourages societies to use program resources to stimulate spiritual development.</li> <li>• Assists in conducting Christian Growth workshops.</li> <li>• Serves as liaison between LWML–Canada Christian Growth committee and societies.</li> </ul> <p><b>Christian Mission Committee</b></p> <ul style="list-style-type: none"> <li>• Encourages societies to adopt service projects in the community and beyond.</li> <li>• Promotes mission service projects of LWML–Canada, and LCC.</li> <li>• Suggests zone service projects, such as ingatherings at rallies (food banks, Canadian Lutheran World Relief, nursing homes, shelters, etc.)</li> <li>• Serves as liaison between LWML–Canada Christian Mission Committee and societies.</li> </ul> <p><b>Archivist/Historian</b></p> <ul style="list-style-type: none"> <li>• Solicits, gathers and preserves records and other material of historical significance to the zone.</li> <li>• Forwards to LWML–Canada archivist/historian all items of lasting significance.</li> </ul>	<p><b>Other Responsibilities of Planning Committee</b></p> <ul style="list-style-type: none"> <li>• To assist LWML–Canada to fulfill the Mission and Vision Statement and provide more opportunities to include all women of LCC in events which include: <ul style="list-style-type: none"> <li>a) Bible studies</li> <li>b) Inspirational speakers</li> <li>c) Mission and Servant Events</li> <li>d) Development of gifts</li> <li>e) Seminars</li> </ul> </li> <li>• To provide an outreach program for LCC women with Christian programs of interest to women in our communities including: <ul style="list-style-type: none"> <li>a) Inspirational speakers</li> <li>b) Christian Fellowship</li> </ul> </li> <li>• Provide opportunities for service <ul style="list-style-type: none"> <li>a) ingatherings at rallies such as food banks, Canadian Lutheran World Relief, nursing homes, shelters, etc.)</li> <li>b) servant events such as gathering and assembling Canadian Lutheran World Relief kits, rolling bandages, cutting stamps, etc.</li> </ul> </li> </ul>
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## DISTRICT

The Vice-president, District Administration and the committee members link zone and society to LWML–Canada. They also initiate programs and projects and implement those of LWML–Canada.

### Membership

- Establishment of district (League bylaws 4.09)
- Composition of district (League bylaws 4.10)
- Governance of district (League bylaws 5.01)
- Districts may sponsor special meetings, such as workshops, retreats, and seminars

# LWML–CANADA BOARD OF DIRECTORS

## Officers and Committee Members

A Vice-President, District Administration is elected and becomes a member of the Board of Directors according to League bylaws 5.02.

Representatives from each district will serve as committee members on:

- standing committees of Member Development, Christian Growth, Christian Mission, Communication and Finance
- special committees as required such as Structure and Nominating

Duties of officers and committee members are detailed in the Procedures Manual.

## LWML–Canada Board of Directors

- The Vice-President, District Administration is a member of LWML–Canada Board of Directors
- The LWML–Canada Board of Directors generally meets twice annually and also immediately prior to and following the LWML–Canada convention.
- Expenses to attend official in person meetings of the Board of Directors are paid by LWML–Canada.
- If unable to attend a Board of Directors meeting, the Vice-president, District Administration may authorize a committee member from her district to represent her. The LWML–Canada President should be notified of any change in representation. The representative has voice, but no vote.

## Finances

- Mite offerings from societies and zones are submitted to the LWML–Canada Financial Secretary.

# LWML–CANADA

## OBJECTIVES AND PROGRAMS

### MEMBER DEVELOPMENT

- Leadership training
- New member promotion
- Suggestions for individual and group service
- Resources for societies

### CHRISTIAN GROWTH

- Bible studies
- Annual LWML–Canada Sunday service
- Devotional materials
- Solicit, review, and edit new manuscripts
- Maintain a file of resources available to members
- Promote resources to be used by members

### CHRISTIAN MISSION

- Programs and resources for specific needs
- Special ingatherings at conventions
- Mission Grant proposals for LWML–Canada consideration
- Selection of mission grant proposals for convention ballot
- Resources and information about current mission grants

### COMMUNICATION

- Overall communication plan
- Provide news and information to the League
- Promote the work of the League within the League itself.
- Promote the use of resource materials with the League.
- Promote the work of the League to the women of LCC.

# DETAILED INFORMATION ON MISSION GRANTS

A primary objective of LWML–Canada is to gather funds for mission grants either directly sponsored or approved by Lutheran Church–Canada.

## Funding

- Voluntary individual mite offerings fund the mission grants
- Major portions of these funds are allocated LWML–Canada mission grants

## Selecting Mission Grants

- A mission grant committee reviews and evaluates mission grant proposals before they are placed on the ballot
- LWMLC members, through their elected delegates to LWML–Canada conventions, choose the mission grant proposals to be funded each triennium

## Criteria

1. Mission grant proposals should:
  - be mission in emphasis, extending the ministry of the Word
  - fit into plans and projections of Lutheran Church–Canada
  - be current and ready for implementation
2. Mission grant proposals involving a national or partner church should be approved by that body
3. Continued maintenance of the project funded by a mission grant must be assured

## Submitting Mission Grant Proposals

LWML–Canada mission grant proposals may be submitted by individual members, societies, zones, districts, and synodical boards, according to the guidelines in the Procedures Manual.

## INSTALLATION SERVICE Meditation



### "I will be with thee"

In the name of the Father and of the Son and of the Holy Spirit, Amen.

Today, as you assume the responsibilities and privileges of leadership in the Lutheran Women's Missionary League–Canada, there is a text of Scripture which is applicable. When God revealed Himself to Moses in the desert, the Lord said, "Put off your shoes from your feet, for the place on which you are standing is holy ground." (Exodus 3:11)

God was calling Moses to a role of leadership. But Moses was offering excuses. Moses felt unworthy. "Who am I that I should go to Pharaoh and bring the sons of Israel out of Egypt?" (Exodus 3:11)

The Lord promised, "but I will be with you..." (Exodus 3:12)

Moses feared he would not have the confidence of the people, that he was incapable as a leader. He said, "I am not eloquent...I am slow of speech." (Exodus 4:12)

Dear friends, the place on which you stand is holy ground. You stand before the Lord. You will be serving Him. He is sending you to be a leader among His people. His promises are as valid to you today as they were to Moses. He will always be with you. He will teach you what you shall do if you seek His guidance.

Dedicate all that you are in loyal, loving, obedient service to Him who loved us and gave Himself for us.

*(This meditation may precede either of the following installation services, if desired.)*

## INSTALLATION OF OFFICERS (1)



*Installing Pastor or Officer.*

In the name of the Father and of the Son and of the Holy Spirit.

You have been called into the service of our Lord through the Lutheran Women's Missionary League–Canada. The women of this organization have honoured you by placing their trust and confidence in your abilities as Christian leaders. You, in turn, will honour our Lord by performing your duties to the best of your ability. In all our tasks we look to God for guidance in His Word.

"Let each of you look not only to his own interests but also to the interests of others."

"May you be strengthened with all power according to His glorious might for all endurance and patience with joy."

"Put on love, which binds everything together in perfect harmony."

In the presence of God and of your fellow members, do you, (name) as president, (name) as vice president, (name) as secretary, (etc.) accept the office to which you have been elected, and will you faithfully fulfill the required duties, as God gives you grace, strength and wisdom, to the glory of Christ our Lord, and in service to the LWML–Canada? If so, answer, "Yes, with the help of God."

*Response:* Yes, with the help of God.

*Installant (to membership):*

Dear sisters in Christ, having heard God's Word and the promise of your officers, do you intend to encourage, help and respect your elected leaders? Do you intend to rededicate yourselves to being living members of this organization? If so, then answer, "We do."

*Members:* We do.

*Installant:* May God bless you, elected officers and members, with His Holy Spirit, that you may prove faithful stewards of Christ our Lord. Let us pray:

Gracious God, grant us, Your servants, every spiritual gift necessary to complete our tasks in harmony with Your plans for us and for this organization. Lead us to discover our greatest potential as well as our limitations. Help us accept the humanity of one another. Most of all, instill in all of us daily dependence on You, our loving Father. Amen.

The God of peace make you perfect in every good work to do His will, working in you that which is well-pleasing in His sight; through Jesus Christ, to whom be glory forever and ever. Amen.





## INSTALLATION OF OFFICERS (2)

*Leader (to elected officers):*

Dear sisters in Christ Jesus, you have come forward to assume the duties of your respective offices. I now ask you, are you aware of the responsibilities of your office, and are you willing to pledge yourselves to the task? If so, then answer, "Yes, with the help of God."

*Elected Officers:* Yes, with the help of God.

*Leader (to members):*

Dear sisters in Christ, having heard God's Word and the promises of your officers, do you intend to encourage, help and respect your elected leaders? Will you offer them your love, cooperation, and assistance and promise to pray for them? As one body, knit together. will you pledge yourselves to carry forward the goals of (society, zone, district) in whatever way the Lord asks of you? Then answer, "We will."

*Members:* We will.

*Leader:*

Lord Jesus, our Leader and Head, You have called us to be members of Your body, the Church. We thank You for knitting us together in this one body. Together we rededicate ourselves to You with all that we are and have. We promise to serve You willingly. Show us where each of us may serve You best.

Take our hands and use them to care for our neighbour.

Take our feet and help us to go the extra mile for people in need.

Take our voices and listen to the praises we sing.

Take our lips and use them to tell others of Your gracious, redeeming love.

Take our silver and gold and use them to extend Your kingdom.

Most of all, dear Jesus, take our will and give us the power to do Your will — until all Your children, both far and near, are at last joined forever in eternity with You. Amen.

# PRAYERS AND LITANIES

Are available on demand on the website

Prayers for Mite offerings

Litanies

- THANKFUL HEARTS - FOR THE GIFT OF SERVICE (A litany for the completion of a way of service)
- WE DEDICATE TO YOU OUR GIFTS OF LOVE (A litany for the blessing of quilts)
- THANKSGIVING FOR TIMES OF PAST SERVICE (A litany of praise and blessing when disbanding)
- PRAISE and THANKS FOR NEW BEGINNINGS (A litany for the formation of a new Society)

# BASIC PARLIAMENTARY PROCEDURES

Parliamentary procedure is designed to help, never to hinder. It is designed to

- expedite business
- maintain order
- insure justice and equality
- help accomplish the purpose for which the organization is founded

It is based on the following fundamental principles:

- courtesy to all
- justice to all
- one thing at a time
- the rule of the majority
- the rights of the minority
- partiality to none

Underneath all these lies the Golden Rule.

The power of any meeting lies with the voting members, not with the president. She can preside only over business presented by the members. Thus, it is just as important that the members have some knowledge of parliamentary procedure as it is for the presiding officer.

## HOW ACTION IS TAKEN

Motions are listed in order of their precedence, with the highest ranking at the top. After a motion has been stated by the Chair, higher ranking motions (but **not** lower ranking motions) are in order.

## RANKING MOTIONS

PRIVILEGED MOTIONS					
To fix the time to adjourn	S		A	M	R
To adjourn	S			M	
To take recess	S		A	M	
Question of privilege				*	
Call for orders of the day				*	
SUBSIDIARY MOTIONS					
To lay on the table	S			M	
Previous question (to close debate)	S			2/ 3	R
To limit or extend limits of debate	S		A	2/ 3	R
To postpone to a certain time	S	D	A	M	R
To commit or to recommit	S	D	A	M	R
To amend	S	D	A *	M	R
To postpone indefinitely	S	D		M	R *
MAIN MOTION	S	D	A	M	R

A MAIN MOTION brings business before the assembly

A SUBSIDIARY MOTION assists the assembly in treating or disposing of a Main Motion and sometimes of other motions.

A PRIVILEGED MOTION deals with special matters of immediate importance. It does not relate to the pending business.

AN INCIDENTAL MOTION is related to the parliamentary situation in such a way that it must be decided before business can proceed.

### NON-RANKING MOTIONS

INCIDENTAL MOTIONS					
To appeal	S	D*		M*	R
To call for a division of the assembly					
To close nominations or to close the polls	S		A	2/3	
To make a parliamentary inquiry				+	
To object to consideration of the question				2/3	*
To raise a point of order		*		+	
To withdraw a motion after it has been stated by the Chair				M	
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
To reconsider	S	D*		M	
To rescind	S	D	A	*	*
To take from the table	S			M	

**A** – May be amended

**D** – is debatable

**M** – Requires a majority vote

**R** – The vote on this motion may be reconsidered

**S** – Requires a second

**+** – Usually no vote is taken. The Chair decides

**\*** – See ROBERT’S RULES OF ORDER NEWLY REVISED for specific rule

# PARLIAMENTARY TERMS

## Ex Officio

Means “by virtue of office”. When the president is made ex-officio a member of the committees, she has all the rights of other members of the committees, including the right to vote. She is not counted in the quorum. She should never be a member of the nominating committee.

## Quorum

The number of persons who must be present in order to transact business. If the bylaws are silent on the subject, then a quorum is a majority of the entire membership.

## Point of Order

Calls attention to infractions of the rules of the assembly and may be used to correct a member as well as the Chair. May be made by rising and addressing the Chair; may interrupt speaker who has floor. Motion needs no second and no vote.

## Votes

Majority	More than half of the votes <b>cast</b> , not more than half of the members present since some may choose not to vote.
Two-Thirds	2/3 of the votes <b>cast</b> . Used with motions only and should be a rising vote.
Plurality	More than any other candidate or proposition when three or more choices are offered. Used only in elections.
General Consensus	A short cut in voting. Used on motions on which there seems to be general agreement. If there is an objection, the Chair must put the motion to a regular vote.

## PARLIAMENTARY POINTERS FOR THE CHAIR

1. All motions should be restated clearly after being made and seconded – “It has been moved and seconded that....”
2. If a motion requires a second, be sure one is received. If no second is received a motion cannot be considered.
3. Entertain only **one** main motion at a time.
4. Ask a member to state the motion **before** launching into a long discussion.
5. Until all have a chance to speak once to a motion, do not permit anyone to speak twice.
6. When voting publicly, vote only when the vote will change the result. You may decline to do so, in which case the motion is lost. When voting by ballot, vote when the assembly votes.

## PARLIAMENTARY POINTERS FOR THE MEMBER

1. Be recognized by the Chair before speaking.
2. Whenever possible, try to state the idea in the form of a motion.
3. Say “**I move**” rather than “**I make a motion**”.
4. Making or seconding a motion does not necessarily mean you are in favor of it. This can be the means of getting an item of business on the floor for discussion.
5. If you have proposed the motion, you may vote against it, but not speak against it.
6. You are not compelled to vote nor to serve when nominated or appointed to an office.

## ELECTION PROCEDURES

### NOMINATIONS

- A. A nominating committee elected or appointed in accordance with the bylaws usually prepares a slate of nominees.
- B. Following the report of the nominating committee, the Chair should ask for nominations from the floor.
- C. If there are no further nominations from the floor, a motion to close nominations may be made, seconded, and carried by a two-thirds vote, or the chair may declare nominations closed.
- D. Members serving on the nominating committee may be nominated for an office.
- E. A voting member of the nominating committee has the privilege of making nominations from the floor in the same manner as any other member of the assembly.

## VOTING

1. The nominating committee prepares ballots for the election, with names listed in alphabetical order.
2. The Chair – not the nominating committee – conducts the election.
3. When there is only one nominee for each office and the bylaws do not require a ballot, the Chair can take a voice vote or declare the nominees elected, thus effecting the election by general assent or acclamation; or a motion to this effect may be made by a member. Motion requires a second and a majority vote. Note: If the bylaws require the election be by ballot, it must be taken in that manner even if there is only one candidate per office.
4. The tellers committee distributes and collects the ballots and tallies the vote. Two scrutineers who are not nominees shall be appointed by the Chair or by the voters for the purpose of ascertaining and declaring the results of such ballots.
5. Chair of the tellers committee should be aware of the number of eligible to vote. If the number of ballots cast exceeds the number eligible to vote, this fact should be reported to the Chair immediately.
6. A majority of votes cast is required for election to office. Ignore blank ballots.
7. Chair of tellers committee reports on the results of the election as outlined below but **does not declare** who is elected.

**REPORT OF ELECTION OF OFFICERS**

Date \_\_\_\_\_  
Officer \_\_\_\_\_

Number of votes cast  
Necessary for election  
(candidate) received  
(candidate) received  
# of people entitled to vote  
Illegal votes (if any)

Signed by tellers committee

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

**DECLARATION OF ELECTION**

1. The Chair re-reads the report and declares who is elected.
2. If no candidate has received a majority of the votes cast, it will be necessary to continue balloting until there is an election.



# ARCHIVES

## WHAT IS AN ARCHIVE?

- People and organizations create and use records in the course of conducting business and relating to each other in everyday life.
- These records are the physical means by which we explore the composition of societies and human relationships.
- Some records of both social and organizational activities provide information of continuing value.
- These may be of value to individuals, organization, or society as a whole.
- When records of continued value are kept, we have an archive.

An ARCHIVE, therefore, is documents made or received and accumulated by a person or organization in the course of the conduct of affairs and preserved because of their continuing value.

## WHY AN ARCHIVE?

To provide an organization or individual with resources that allow them to do their jobs.

- By preserving evident (records) of legal rights.
- Accountability for past actions.
- Or information crucial to future planning and decision-making.

## WHEN DO YOU NEED AN ARCHIVE?

- To **preserve** your organization's records, allowing them to be arranged, described, and preserved for the organization's continued use.
- To provide an organization **access** to their information allowing
  - ▶ The right information
  - ▶ To the right individual
  - ▶ At the right time
  - ▶ As economically as possible
- For **research** of related archival holdings to enhance understanding by context or visual use of documents and artefacts.

## ARCHIVAL MATERIAL

The following records are normally of value to the organization, historian, and researcher.

### ADMINISTRATIVE RECORDS

- Bylaws - one copy of the original and each revision of the league itself.
- A list of the charter members, if available.
- Policy statements - directives and regulation issued by or to executives and other personnel.
- Financial Records - basic financial reports should be retained. Annual reports, general ledgers, the non-current treasurers' records, including monthly reports. Statistical and comparative summaries and surveys may also be of value.
- Minutes - of all meetings, plus minutes of all committees as they are the operating documents for decision and policy information for the league.
- Reports - any report issued by the executives, boards, committees of the league relating to activities, plans, projections and annual reports should be retained.
- Correspondence - all official correspondence dealing with policies, function, personnel, plans and programs of the league should be included.

### RETENTION SCHEDULE

It is a good idea to have a process in place in which records due for retention are inventoried and boxed for storage or transfer to the archives. Records due for destruction may be shredded or recycled depending on the nature of the information. Confidential or sensitive material should be shredded. It is helpful to designate a specific time of year to review and prepare the records. This is referred to as a retention schedule and allows for consistency and ease of retrieving information.

### TEMPORARY RECORDS DESTRUCTION LIST

Some records created in the course of activities have limited value. Below is a list of some items that may be destroyed and a suggested time frame for such destruction.

- Contracts that have not been accepted. These may be kept for reference information purposed only, but they have no historical value. If it is decided that they are not required any longer, a time frame of two years is generally all that is necessary.
- Communications with members, such as thank you letters, congratulatory notes, etc. have a limited amount of information and may be destroyed after two years.
- Photocopied form letters and any other materials that have been mass distributed should be destroyed each year. One copy of the original should be kept in a permanent file to be retained in the archival records.
- Program materials - again only one copy should be saved, and all other copies should be destroyed on completion of the programs. Two years would be the limit of retention of this type of information.
- Parts of the financial records that may be destroyed after the taxation year plus six years are: remittance envelopes, deposit slips, cancelled cheques. Make sure you retain financial statements.
- Miscellaneous items that do not fall under either retention items or the destruction categories above should be retained until further investigation. The rule is: "When in doubt, retain." Check the LWML-Canada Archivist.

## PROCESSING TEXTUAL RECORDS

- Remove metal paper clips and staples. They often rust and cause deterioration of the paper. Newer staples and paper clips are coated and will not rust. You may leave these intact if the papers are in danger of separating. Watch to make sure they are not causing damage. If possible use a plastic clip. Place a folded paper under the clip to prevent indentations that tend to break down the paper over time.
- Remove rubber bands as they become sticky and permanently attached to the paper.
- Where a newspaper clipping is essential for future preservation, it is advisable to have it photocopied on acid free paper and preserve the copy rather than the original. When saving newspaper clippings, be sure to date the clipping and identify the paper from which it was taken. If you wish to keep the clipping, place in a Mylar enclosure.
- Materials should be flattened as far as this is possible. Always unfold materials for permanent filing and storage. Paper with a fold will ultimately become perforated and tear at the seam. If the unfolded item is too large to place in the file folder or box, remove from the material and place a note saying what was removed and where to locate it. Place these oversize items flat on a surface that will support the whole document. If items are tightly rolled, contact your LWMLC Archivist for methods of flattening. Do not unroll, especially photographs, as the document may tear, or the photograph may crack.
- Scrapbooks purchased in retail stores for photographs and documents are not recommended because the paper is not acid free. If you can, construct your own scrapbook using acid free paper and detachable mounts for documents and photographs. Do not use glue, scotch tape or any type of permanent substance to attach items. These will, over time, damage the material you wish to save. If you receive a scrapbook already assembled and have decided the contents are in danger, you can photograph the pages and then disassemble them. Proceed to store the items in the proper archival fashion. If that is not possible, place acid free tissue paper between the pages to at least prevent the deterioration of items on opposite pages affecting each other.
- Photo albums should be acid free, Lignum, and PVC free. Do not buy ones that just say archival.
- Security copies, especially for irreplaceable and invaluable documents, should always be made.
- Do not attempt to mend, restore or otherwise “treat” valuable items. Check with the LWMLC Archivist when in doubt and before attempting any repairs.

## HOW TO PRESERVE PHOTOGRAPHS

- Each photograph should be placed in a separate archival envelope. Photography shops now have polyester sleeves that hold about four 5" x 7" prints. These are acceptable. If you have a photo album that is acid free, lignum an PVC free that is fine.
- Label the envelope or slot holding the photograph with a description of the photograph.
- Do not write on the photograph itself except a number or some form of identification.
- Use only a soft lead pencil. There are archival pencils for writing on photographs.
- Handle photographs with cotton or latex gloves.
- Make sure you get a negative of all photos taken.
- If possible, have negatives made of all your important photographs. The information you wish to document is a follows:
  - Description of the photograph
  - Photographer
  - Date of photograph
  - Occasion or event
  - Name of individuals and titles if any
  - Name of place, location

### Photographs to collect for archival purposes

- Executive
- Committees
- Special occasions
- Speakers, including Bible Study leaders

# FUND RAISING

## **Society Offerings and Finances:**

According to LWML–Canada By-law Article 4.03, states: **Contributions by Member Societies.** *Each member society shall be expected to remit monthly to the League the voluntary mite offerings received by it from its members. Individual members shall be expected to remit voluntary mite offerings to the LWMLC Financial Secretary.*

Societies however may take other offerings or have fund raising projects:

- to support missions they choose at home or abroad i.e. community service organizations, CLWR, Lutheran Service Organizations of LCC, a Seminary student, etc. and
- to support work in their LWMLC society or congregation i.e. youth work, kitchen and sanctuary needs, Zone delegate for LWMLC Convention

*Note: As early as 1963 International LWML gave permission to societies to have fund raising for their own use. There was a distinction however - that all mite offerings were specifically for the mission work of the League.*

## **Fund raising / ticket selling / free will offerings.**

There was a time when all fund raising was prohibited in the church. In some congregations that may still be true, but in many of our LCC congregations some type of fund raising is carried out. As an auxiliary to our church, LWML–Canada societies should always work within the mission and structure of their own congregation. Therefore, if your church council does not sanction fund raising, the LWMLC society should not participate in it.

We earn a salary and give a portion of that in offerings to God and that is acceptable and pleasing to Him. When we make a craft, bake a cake, serve a meal, purchase items, and sell them for a profit or use other means to offer a service to others and give all or a portion of the funds raised as an offering that too is acceptable and pleasing to God.

The caution we need is that of attitude, remembering that any offering is a gift to God to carry out the mission He has given us and to bring honour and glory to His name.

Some points to consider that can help societies stay on track:

- Is the purpose of the society in line with the purpose of the League as found in our mission and vision statement?
- Is the purpose in line with the mission of their congregation as found in the congregation's mission statement and/or constitution?

- Does a society need money to carry out that purpose?
  - ▶ The basic requirements for membership include: the study of God’s Word; acts of service in the congregation, community, and world; mite offerings to support the missions and work of the league, participation in LWMLC outside the society; and a communication partner to give and receive LWMLC news. The only finances needed to carry out the purpose of LWMLC are mite offerings.
- We know that God blesses even small offerings given in love.
  - ▶ Mite offerings, no matter how small are, when combined with those from across Canada, used to bless the church at home and around the world.
  - ▶ Other society offerings can assist the congregation, reach out to the community, and be a blessing when used for growth through seminars, training, and inspirational speakers.
- Consider having a specific purpose for fund raising, i.e., to support a specific program or mission.
  - ▶ The means of raising funds should be voluntary and done in a spirit of love. If they become a burden or in some way cause harm in a congregation, then maybe it’s time to re-evaluate the purpose.
  - ▶ Being clear and honest in advertising of any fund raising event is simply another way for people to support our mission and have a time of fellowship and fun.

# LWML-CANADA MISSION GRANTS

(Listed by biennium/triennium)

## 1993 - 1995

Children's educational material for Ukraine	\$10,000
Assistance for LCC teachers, Guatemala	\$5,000
Catechisms for Ukraine	\$10,000

## 1995 - 1997

Video ministry to Canada's North	\$3,000
Second worker for Moncton, New Brunswick	\$10,000
Outreach among Chinese in Richmond, BC	\$10,000
Scholarships, church work students, Concordia College, Edmonton	\$8,000
Co-op program for Haitian workers, Montreal	\$2,000
Education/training for Lutheran Bible Translator missionaries	\$4,500

## 1997 - 1999

Lay worker – Native Ministry, Northwestern Ontario	\$4,500
Mission Developer - Yellowknife, Northwest Territories	\$20,000
Lay worker, Korean outreach, Toronto	\$7,500

School building, Port Gaudin, Haiti - \$13,000 (*cancelled as not ready to proceed*)

All Nations English Dictionary - \$3,500 (*cancelled as funding received from different source – transferred to Korean lay worker bring it from \$4,000 up to \$7,500*)

## 1999 - 2001

VBS – two First Nations Reserves, Northwestern Ontario	\$2,000
Spanish Hymnals, Nicaragua	\$2,500
Resources, immigrant African community outreach, Toronto	\$3,000
Expanding mission frontiers, Malabar, India	\$5,000
Seminary student summer intern in urban missions, Toronto	\$7,000
Overseas mission field experience for seminary students and staff, Edmonton	\$12,000
Mission Centre, Nicaragua	\$3,500

## 2001 - 2003

Seminar for women of LCC in all LWMLC districts	\$10,000
The Rock Lutheran Inner City Ministry, Edmonton	\$20,000
Bibles for Nicaragua	\$9,500
Maritime vicarage for seminary student with LCC mission	\$4,000
Ranchos Ecsueias in three mission congregations, Nicaragua	\$6,000
BC Mission Boat Outreach	\$500

**2003 - 2006**

Bibles for Ukraine	\$4,000
Development of VBS curriculum	\$5,000
Lutherans for Life	\$10,000
Mission Opportunity grant, all LCC districts	\$20,000
Two Thai evangelists, Thailand	\$1,000
Children's ministry, new immigrants, Toronto	\$5,000
ESL Bible fellowships for Canadian newcomers	\$5,000
Develop Distant Learning Course on Lutheran Confessions	\$12,500
Lutheran outreach in Montreal and surrounding communities	\$10,000
Deaf Ministry Conference	\$5,000
Visiting professors teaching stewardship to Pastors, Thailand, and Nicaragua	\$1,250
Startup ministry among Chinese, Toronto	\$1,250

**2006 - 2009**

Sewing Centre, Nicaragua	\$10,000
Missionary to Costa Rica	\$10,000
Tanzania Lutheran Hospital, Maternity Ward equipment	\$4,000
Missionary support, Thailand	\$10,000
Mission Opportunity Fund	\$30,000
Medical Missions shipping costs, Ontario District	\$10,000
Missionary to Matagalpa, Nicaragua	\$10,000
Mission Centre, Nicaragua	\$6,000
Van, Krasnoperekopsk, Ukraine	\$5,000
Assisted funding for Pastors With Alternate Training (PAT)	\$6,000

**2009 - 2012**

Women evangelists, Thailand	\$6,000
Mission Opportunity Fund	\$35,000
Sewing school support, Chinandega, Nicaragua	\$12,000
Mission outreach, Costa Rica	\$35,000
Mission bus, La Ronge, Saskatchewan	\$18,000
Mission supplies, Dnepropetrovsk, Ukraine	\$6,000
Training of deaf leaders (pastor and deaconess)	\$13,000

**2012 - 2015**

Mission Opportunity Fund	\$35,000
Rev. D. J. Kim, street ministry and Police chaplain	\$10,000
Sewing School, Nicaragua	\$15,000
Evangelist Deaconesses, Nicaragua	\$9,000
Camp Lutherland, Qu'Appelle Lakes, Saskatchewan	\$12,000
Social outreach programs, Our Saviour, Etobicoke, Ontario	\$5,000
Concordia Seminary, Odessa, Ukraine	\$16,000
Evangelists to women and children, Thailand	\$6,000
Evangelist Deaconess, Cambodia	\$22,000



**2015 - 2018**

Mission Opportunity Fund	\$26,000
Nicaragua curriculum needs, feeding, Christian education	\$7,200
Visiting and site Pastor, Maritimes	\$15,000
Canadian teachers, Concordia Seminary, Odessa, Ukraine	\$16,000
National Youth Gathering 2016, St. Catherine's, Ontario	\$5,000
Sewing school, Cambodia	\$4,735
Evangelists/Deaconesses, Nicaragua	\$9,000
Community Cupboard (food, closing, outreach, Kitchener, Ontario	\$15,000
Concordia Lutheran Seminary, Edmonton, technology upgrade	\$15,000
Sister to Sister Seminar, Cambodia	\$8,532.50
Evangelists/Deaconesses, Cambodia	\$8,532.50

**2018 - 2021**

Mission Opportunity Fund	\$26,000
Circuit rider transportation, Atlantic Canada	\$15,000
Mission and ministry projects, Moncton, New Brunswick	\$15,000
VBS teams for remote congregations	\$24,000
National Youth Gathering 2019	\$5,000
Rancheria Feeding and Education Program, Nicaragua	\$12,600
Evangelism outreach course, CLTS, St. Catherine's	\$5,000
Zion Lutheran School, Prince George, BC, technology upgrade	\$10,500
Youth ministry, Central America	\$8,450
Evangelists/Deaconesses, Nicaragua	\$8,450

**2021 - 2024**

Street Reach Ministry, Regina, Saskatchewan	\$12,000
Youth worker, Richmond and Vancouver	\$18,900
Land purchase for church, Costa Rica	\$10,000
National Youth Gathering 2022	\$5,000
Concordia Lutheran Seminary, Edmonton, electronic library upgrade	\$15,000
French Sunday School materials	\$14,000
New mission site, Lviv, Ukraine	\$12,000
Youth camp, Jackfish Lake, Roblin, Manitoba	\$8,500
Diaconal support, Nicaragua	\$8,600
Mission Opportunity Fund	\$26,000

**2024 -2027**

Street Reach Ministry, Regina, Saskatchewan	\$24,000
Concordia Lutheran Theological Seminary Technology Upgrade	\$7,500
Lutheran Hospital Ministries Southern Alberta	\$10,000
Diaconal Support, Cambodia	\$3,000
National Youth Gathering, LCC	\$7,500
Bibles and Catechisms, Mount Olive Lutheran Church, Regina	\$1,000
LAMP 55 x 55 Anniversary Project	\$15,000
Youth and Young Adult Ministry, Central Region	\$6,000
Nicaragua Ministry and Outreach	\$30,000
French Liturgy Foundations	\$3,735
Ethiopian Ministry and Outreach	\$21,000
First Lutheran Academy, Windsor	\$9,475
CLTS/CLS Joint Faculty Retreat	\$4,000
Bus Ministry, Christ Our King Lutheran Church, Mississauga	\$3,880
Youth Director, Richmond/Vancouver	\$27,910

\* Note: The final two projects received an equal number of votes. Since there wasn't quite enough left of the \$251,000 approved for mission grants to pay both fully, each received an equal percentage of their requested amount.

## ELECTED OFFICERS

### **1993 - 1995** (Edmonton convention)

President	- Eloise Schaan
Vice President: Mission Inspiration	- Marilyn Schultz
Vice President: Mission Education	- Gladys Zimmerman
Vice President: Mission Service	- Edna Ulrich
Vice President: Mission Projects	- Dorothea Korcok
Recording Secretary	- Dorothy Brophy
Financial Secretary	- Karen Nerbus
Treasurer	- Deborah Pakrul

### **1995 - 1997** (Winnipeg convention)

President	- Eloise Schaan
Vice President: Mission Inspiration	- Edna Ulrich
Vice President: Mission Education	- Gladys Zimmerman
Vice President: Mission Service	- Marilyn Schultz
Vice President: Mission Projects	- Dorothea Korcok
Recording Secretary	- Margaret Bylund
Financial Secretary	- Lynda Wachter
Treasurer	- Karen Nerbas

### **1997 - 1999** (Ottawa convention)

President	- Dorothea Korcok
Vice President: Mission Inspiration	- Joann Willie
Vice President: Mission Education	- Dorothy Brophy
Vice President: Mission Service	- Marilyn Schultz
Vice President: Mission Projects	- Helen Leonhardt
Recording Secretary	- Margaret Bylund
Financial Secretary	- Lynda Wachter
Treasurer	- Karen Nerbas

### **1999 - 2001** (Thunder Bay convention)

President	- Dorothea Korcok
Vice President: Mission Inspiration	- Joann Willie
Vice President: Mission Education	- Dorothy Brophy
Vice President: Mission Service	- Jean Wagner
Vice President: Mission Projects	- Helen Leonhardt
Recording Secretary	- Shirley Brown
Financial Secretary	- Karen Nerbas
Treasurer	- Lynda Wachter

**2001 - 2003** (Calgary convention)

President	- Marilyn Schultz
Vice President for Mission Inspiration	- Shirley Besler
Vice President for Mission Education	- Helen Leonhardt
Vice President for Mission Service	- Jean Wagner
Vice President for Mission Projects	- Anne Carson
Recording Secretary	- Lorraine Cathro
Financial Secretary	- Doreen Wagner
Treasurer	- Lynda Wachter

**2003 - 2006** (Toronto convention)

President	- Marilyn Schultz
Vice President for Mission Inspiration	- Judy Grande
Vice President for Mission Education	- Helen Leonhardt
Vice President for Mission Service	- Patricia Kronen
Vice President for Mission Projects	- Anne Carson
Recording Secretary	- Lorraine Cathro
Financial Secretary	- Doreen Wagner
Treasurer	- Pat Carlson

**2006 - 2009** (Regina convention)

President	- Judy Grande
Vice President, Member Development	- Arlene Kish
Vice President, Christian Mission	- Ardith Pollex
Vice President, Christian Growth	- Helga Danielson
Vice President, Communication	- Cheryl Teeter
Recording Secretary	- Dorothy Brophy
Financial Secretary	- Gloria Meyer
Treasurer	- Pat Carlson

**2009 - 2012** (Ottawa convention)

President	- Judy Grande
Vice President, Member Development	- Arlene Kish
Vice President, Christian Mission	- Iris Barta
Vice President, Christian Growth	- Joyce Heinbuch
Vice President, Communication	- Marion Hollinger
Recording Secretary	- Anna Gruber
Financial Secretary	- Gloria Meyer
Treasurer	- Linda Horton

**2012 - 2015** (Kelowna convention)

President	- Iris Barta
Vice President, Member Development	- Lorraine Kaija
Vice President, Christian Mission	- Fran Porteous
Vice President, Christian Growth	- Roberta Nixon
Vice President, Communication	- Gail Mitchell
Recording Secretary	- Pat Maki
Financial Secretary	- Rachel Kuhl
Treasurer	- Linda Horton

**2015 - 2018** (Waterloo convention)

President	- Iris Barta
Vice President, Member Development	- Lorraine Kaija
Vice President, Christian Mission	- Renate Bishop
Vice President, Christian Growth	- Roberta Nixon
Vice President, Communication	- Gail Mitchell
Recording Secretary	- Betty Ann McKinty
Financial Secretary	- Rachel Kuhl
Treasurer	- Lorraine Weir

**2018 - 2021** (Winnipeg convention)

President	- Linda Long
Vice President, Member Development	- Annette Borchart
Vice President, Christian Mission	- Bev McKean
Vice President, Christian Growth	- Patricia Kreutzwieser
Vice President, Communication	- Becky Wandio
Recording Secretary	- Jamie Fulton
Financial Secretary	- Fay Schatschneider
Treasurer	- Karen Nerbas

**2021 - 2024** (online convention)

President	- Linda Long
Vice President, Member Development	- Annette Borchart
Vice President, Christian Mission	- Iris Barta
Vice President, Christian Growth	- Patricia Kreutzwieser
Vice President, Communication	- Becky Wandio/ Karen Hildebrandt
Vice-President, ABC District Administration	- Sherley Hearty
Vice-President, Central District Administration	- Denise Dougherty (partial term served)
Vice-President, Ontario District Administration	- Diana Grant
Vice-President, Laurentian District Administration	- Rena Detlefsen
Recording Secretary	- Jamie Fulton
Financial Secretary	- Penny Bobier
Treasurer	- Karen Nerbas

**2024 - 2027 (London convention)**

President

Vice President, Member Development

Vice President, Christian Mission

Vice President, Christian Growth

Vice President, Communication

Vice-President, ABC District Administration

Vice-President, Central District Administration

Vice-President, Ontario District Administration

Vice-President, Laurentian District Administration

Recording Secretary

Financial Secretary

Treasurer

- Marilyn Witte

- Ruth Coe

- Lorraine Kaija

- Jill Munoz

- Karen Hildebrandt

- Sherley Hearty

- Annette Borchardt

- Sharlene Procknow

- Rena Detlefsen

- Diana Grant

- Penny Bobier

- Linda Horton

## MEMBERSHIP / SOCIETY STATUS

### 1993

District	Zones	Societies	Members
A-BC	11	94	1390
Laurentian	3	12	189
Man/Sask	8	60	1128
Ontario	7	69	1297
Ontario Sonset	2	14	185
<b>Totals</b>	<b>31</b>	<b>249</b>	<b>4189</b>

### 1993-1995

District	Zones	Societies	Members
A-BC	11	94	1299
Laurentian	3	12	189
Man/Sask	8	60	1095
Ontario	7	69	1358
Ontario Sonset	2	14	174
<b>Totals</b>	<b>31</b>	<b>249</b>	<b>4115</b>

### 1995-1997

District	Zones	Societies	Members
A-BC	11	92	1091
Laurentian	3	12	166
Man/Sask	8	58	813
Ontario	7	70	1270
Ontario Sonset	2	14	162
<b>Totals</b>	<b>31</b>	<b>246</b>	<b>3502</b>

### 1997-1999

District	Zones	Societies	Members
A-BC	11	87	1107
Laurentian	3	13	192
Man/Sask	8	59	837
Ontario	7	71	1200
Ontario Sonset	2	14	168
<b>Totals</b>	<b>31</b>	<b>242</b>	<b>3494</b>

**1999-2001**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>
<b>A-BC</b>	11	97	1093
<b>Laurentian</b>	3	13	192
<b>Man/Sask</b>	8	59	530
<b>Ontario</b>	7	72	1162
<b>Ontario Sonset</b>	2	14	189
<b>Totals</b>	31	255	3166

**2001-2003**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>
<b>A-BC</b>	11	87	1039
<b>Laurentian</b>	3	13	174
<b>Man/Sask</b>	8	51	656
<b>Ontario</b>	7	69	1073
<b>Ontario Sonset</b>	2	15	159
<b>Totals</b>	31	235	3101

**2003-2006**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>	<b>Associate</b>
<b>A-BC</b>	11	82	945	3
<b>Laurentian</b>	3	11	150	
<b>Man/Sask</b>	8	49	647	1
<b>Ontario</b>	7	66	1010	3
<b>Ontario Sonset</b>	2	14	150	3
<b>Totals</b>	31	222	2902	10

**2006-2009**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>	<b>Associate</b>
<b>A-BC</b>	11	82	922	6
<b>Laurentian</b>	3	11	151	
<b>Man/Sask</b>	8	50	646	2
<b>Ontario</b>	7	67	955	7
<b>Ontario Sonset</b>	2	14	151	3
<b>Totals</b>	31	224	2832	18



**2009-2012**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>	<b>Associate</b>
<b>A-BC</b>	11	80	879	5
<b>Laurentian</b>	3	11	154	
<b>Man/Sask</b>	8	49	600	1
<b>Ontario</b>	7	64	890	7
<b>Ontario Sonset</b>	2	14	147	3
<b>Totals</b>	31	218	2670	16

**2012-2015 \*Man/Sask and Ontario Sonset districts merged in this triennium**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>	<b>Associate</b>
<b>A-BC</b>	11	80	844	5
<b>Central</b>	10	59	735	3
<b>Laurentian</b>	3	11	150	
<b>Ontario</b>	7	67	337	5
<b>Totals</b>	31	217	2666	13

**2015-2018**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>	<b>Associate</b>
<b>A-BC</b>	10	54	506	6
<b>Central</b>	10	56	569	3
<b>Laurentian</b>	3	9	82	
<b>Ontario</b>	7	59	715	5
<b>Totals</b>	30	178	1872	14

**2018-2021**

<b>District</b>	<b>Zones</b>	<b>Societies</b>	<b>Members</b>	<b>Associate</b>
<b>A-BC</b>	10	52	471	6
<b>Central</b>	10	53	574	3
<b>Laurentian</b>	3	8	87	
<b>Ontario</b>	7	49	511	4
<b>Totals</b>	30	162	1643	13

### Number of Zones

District	Convention Manual 2012	Convention Manual 2015	Convention Manual 2018	Convention Manual 2021	Convention January 2024
ABC	80	80	54	52	47
Central	53	59	56	53	35
Laurentian	12	12	9	8	5
Ontario	64	65	59	49	47
Totals	209	216	178	162	134

### Number of Members

District	Convention Manual 2012	Convention Manual 2015	Convention Manual 2018	Convention Manual 2021	Convention January 2024
ABC	879	844	506	471	448
Central	747	735	569	574	352
Laurentian	154	150	82	87	53
Ontario	890	937	715	511	476
Totals	2670	2666	1872	1643	1329