

BYLAWS OF ST. MATTHEW LUTHERAN WOMEN'S MISSIONARY LEAGUE

Article I - Name

The name of this organization shall be St. Matthew Lutheran Women's Missionary League of St. Matthew Lutheran Church, Lee's Summit, Missouri, of the Missouri District, The Lutheran Church-Missouri Synod, hereinafter referred to as the Society.

This organization shall be affiliated with the Lutheran Women's Missionary League (hereinafter referred to as LWML), MO District, Kansas City South Zone.

Article II - Objectives

The objectives of this organization shall be

- a) to develop and maintain a greater mission awareness among the women of St. Matthew Lutheran Church.
- b) to provide opportunities for spiritual growth and Christian fellowship among the women of St. Matthew Lutheran Church.
- c) to gather funds for Mission Grants through the mite box.
- d) to assist St. Matthew Lutheran Church in its ministry to build the Kingdom of God.

Article III - Scriptural Authority

In carrying on its work this Society shall be governed by the Word of God and shall do nothing contrary to the doctrines and practices of the Lutheran Church-Missouri Synod. It shall work for the advancement of the programs and objectives of the LWML and of St. Matthew Lutheran Church.

Article IV - Membership

- a) Any woman who is a communicant member of St. Matthew Lutheran Church, and who expresses a desire to join and has made the objectives of the organization her own, is eligible for membership.
- b) She shall make her desire to become a member known to the Circle Chairman or Society Vice President. Choices of membership follow:
 1. **Active Member** – attends and participates at both the Society and Circle level.
 2. **Associate Member** – attends and participates at the Society level; no Circle membership required. May join a Circle at any time.
 3. **Honorary Member** – supports Society programs but is unable to actively participate. Should advise her Circle Chairman of her status change to Honorary and will continue to receive the Quarterly at the Society's expense if she so desires.
- c) A member who wishes to resign from the Society shall notify her Circle Chairman or Society Vice President.
- d) Active and Associate members shall have voice and vote at the Society level and the privilege of vote at Kansas City South Zone Rallies as stipulated in Zone bylaws.

Article V - Circles

This Society shall be composed of Circles working together as a unified organization. The Circles shall be smaller groups formed for the purpose of providing a more effective program for this Society and to be in service to the congregation as needed.

a) Elections: Circles shall

1. elect a Chairman or Co-Chairmen, Vice Chairman, Secretary, and Treasurer.
2. hold elections at the regular March Circle meeting and schedule installation of officers.
3. elect two of the officers in even years and the other two officers in odd years.
4. provide a slate of at least two (2) nominees for each office, whenever possible.
5. accept nominations from the floor with the nominee's consent.
6. elect all officers by majority vote.

b) Circle Finances:

1. Freewill offerings received at regularly scheduled monthly meetings will be retained by Circle Treasuries to support Circle projects and programs.
2. Mite Box offerings shall be collected at monthly meetings, separately from regular offerings, and forwarded immediately to the Society Treasurer.
3. The Treasurer's books shall be reviewed annually by a committee of two (2) of its Circle members appointed by the Chairman.

c) Formation/Disbandment:

1. New Circles may form as membership dictates and must be approved by the Society Board of Directors.
2. Circles may form into day or night groups; meeting dates will be decided by a majority of Circle members.
3. A Circle may dissolve when declining numbers dictate such action and the disbandment must be approved by the Society Board of Directors. All property of the Circle shall be turned over to the Society.

d) Circle Activities/Programs:

1. Circles are encouraged to use devotions, Bible studies, and programs from their Quarterlies on a regular basis to promote spiritual growth in each member.
2. Circles are encouraged to engage in service projects of their own as well as participate in Society service projects and programs.

e) Circle members are encouraged to serve at the Society level as elected officers, committee chairmen, or committee members.

f) Circle chairmen shall inform the Society President and Society Treasurer of changes in membership.

Article VI – Representation at District Level

- a) The Society President shall be one of the delegates to the Missouri District Convention.
- b) If the Society President is unable to serve as delegate to the convention, the elected officers in line of succession shall be her proxy.
- c) The other delegate to the Missouri District Convention shall be selected from among the Chairmen of the other Circles not represented by the Society President, on a rotating basis.
- d) The Society shall be responsible for the cost of registration, food, lodging (2 per room) and travel for the Delegate(s) to the district convention.
- e) An alternate delegate shall be designated for each convention delegate.
- f) All members of the Society are encouraged to attend district conventions held biennially in even-numbered years.

Article VII - Nominations and Elections

Section 1 - Nominations

- a) At the regular February meeting, the President shall announce the members of the Nominating Committee consisting of a minimum of one member from each Circle.
- b) The committee shall present a slate of two nominees for each office, if possible. The consent of the nominee to serve, if elected, shall have been secured.

Section 2 - Elections

- a) The elected officers of this Society shall be President, Vice President, Secretary, and Treasurer.
- b) Elections shall be staggered: President and Treasurer shall be elected in even-numbered years; the Vice President and Secretary shall be elected in odd-numbered years.
- c) Election and installation of officers shall take place at the April Society meeting.
- d) Officers shall be elected for a term of two years, beginning in July, and shall not be eligible for more than two consecutive terms to the same office, unless authorized by the Board of Directors.
- e) The President shall not hold any other office at the Society or Circle level. She may hold Circle membership.
- f) Nominations may be made from the floor with prior permission of the nominee.
- g) If there is more than one candidate for the same office printed ballots prepared by the Nominating Committee listing nominees in alphabetical order shall be used for voting.
- h) A majority of votes cast shall elect.

Article VIII - Duties of Society Officers

Section 1 - The President shall

a) at the Society Level

1. prepare written agendas for and preside at all meetings of the Executive Board, Board of Directors, and Society.
2. be an ex-officio member of all committees except the Nominating Committee.
3. appoint the chairman of all Standing Committees and make all other appointments that are necessary with the approval of the Executive Board.
4. work with the Treasurer to prepare an annual proposed budget for presentation to the membership at the first regular Society meeting of the fiscal year.

5. appoint a financial review committee consisting of two (2) members to review the books at the end of each fiscal year prior to the August Society Board of Directors meeting.
6. appoint a Nominating Committee.
7. be Society representative or appoint a substitute from among Board Members to all Zone Rallies and Board meetings where official representation is required, at the Society's expense.
8. consult as needed with the Pastoral Counselor.
9. be responsible for publicizing Society activities in church newsletters and bulletins.
10. pass on and explain to her successor all materials pertaining to the office within 30 days of election.

b) at the Zone Level

1. attend all meetings of the Zone Board of Directors. If unable to attend, inform the Zone President and send a representative.
2. report back to the Society any pertinent information and distribute reports from Zone officers that pertain to the Society, Circles, and Associate Members.
3. send in names and addresses of officers immediately following an election, as requested by both the Zone President and Zone Corresponding Secretary.
4. report the number of members in the Society for the Fall Zone Rally manual, as requested by the Vice President of Servant Resources.
5. extend an invitation to the Zone President to attend a Society meeting.
6. prepare an annual report for the Spring Zone Rally manual as required by the Zone LWML.
7. send names and addresses of the District Convention delegate(s) and alternate(s) to the Zone President by the requested date.

Section 2 - The Vice President shall

- a) assist the President and perform all the duties of the president in her absence, at her request, or if she is unable to complete her term.
- b) be authorized to sign checks in the absence of the Treasurer.
- c) as the Associate Member Contact
 1. keep a current log of Associate Members' contact information and keep them informed of opportunities to serve and support Society programs.
 2. may appoint one Associate Member to be the Associate Member Representative with voice and vote at Board of Directors meetings.
- d) prepare a Society handbook prior to the September Society meeting.
- e) pass on and explain to her successor all materials pertaining to the office within 30 days of election.

Section 3 - The Secretary shall

- a) keep minutes of all regular and special meetings of the Society and Board of Directors.
- b) record the business and the vote of actions conducted by electronic communication.
- c) provide a copy of these minutes to the Pastoral Counselor.
- d) provide Society meeting agendas and minutes to those members who were absent from Quarterly Society meetings.
- e) keep a record of attendance at meetings.
- f) conduct such correspondence as may be required by the Society.
- g) keep the official copy of the Bylaws and Standing Rules.
- h) pass on and explain to her successor all materials pertaining to the office within 30 days of election.

Section 4 - The Treasurer shall

- a) receive all monies of the Society and deposit it in a bank approved by Executive Board.
- b) keep a roll of all Active, Associate, and Honorary members.
- c) assure that all monies are counted by at least two (2) LWML women at the time of an event and duly recorded.
- d) keep an itemized account of all receipts and disbursements.
- e) pay all bills approved by the Executive Board, Board of Directors, and/or Society.
- f) forward all Mite Box offerings to the Zone Treasurer monthly.
- g) submit financial records, including an annual report, to the financial review committee at this committee's request.
- h) submit a written report at each Society and Board of Directors meeting.
- i) remit Society Contributions to the Zone by November 1.

- j) with the President, prepare a proposed budget for the coming year for presentation at the first regular Society meeting of the fiscal year.
- k) submit a copy of the Treasurer's annual report to the President of St. Matthew congregation, at his request.
- l) pass on and explain to her successor all materials pertaining to the office within 30 days of election.

Section 5 - The Past President shall

- a) serve as chairman of the Structure (Bylaws) Committee for the two years following her term.
- b) choose a minimum of two Society members to serve on the committee.

Article IX - Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. A majority of the officers shall constitute a quorum.

- a) The Executive Board shall meet at the call of the President. Special meetings may be called at the request of two Executive Board members.
- b) The Executive Board shall
 - 1. transact emergency business.
 - 2. approve a bank for deposit of funds.
 - 3. approve appointments for all committee chairmen.
 - 4. make recommendations to the Board of Directors.
 - 5. fill vacancies in all offices except the President.
 - 6. conduct business in person or by electronic communication when necessary.
 - 7. have the authority to approve the expenditure of up to \$50 for non-budgeted items without approval of the general membership.

Article X - Board of Directors

The Board of Directors (BOD) shall consist of the President, Vice President, Secretary, Treasurer, Circle Chairmen, Associate Member Representative, Appointed Chairmen, and Standing Committee Chairmen. All these positions shall have voting rights. The Pastoral Counselor and Parliamentarian, if a Parliamentarian is appointed by the President, shall be non-voting advisory members.

- a) Meetings shall be held in the months of August, January, and March or whenever necessary at the discretion of the BOD.
- b) Special meetings can be called as necessary by the President or at the request of three Board members.
- c) The Board of Directors shall
 - 1. plan and supervise all activities of the Society.
 - 2. approve recommendations for presentation to the membership at Society meetings.
 - 3. approve the proposed budget before presentation to Society membership for adoption.
 - 4. approve the Christian Life programs.
 - 5. assist the Circles in accordance with the goals and objects of the Society.

Article XI - Appointed Chairmen

All chairmen shall be appointed by the Society President for a term of two years, with the approval of the Executive Board, and shall report to the Board of Directors and Society as necessary.

a) Mite Box & LWML Quarterly Chairman shall

- 1. distribute mite boxes to the membership and with the treasurer, keep an accurate account of these offerings that fund Mission Grants.
- 2. forward mite box contributions to the Society treasurer.
- 3. keep Society and Congregational members informed of district and national Mission Grants through Sunday bulletins and the Church newsletter.
- 4. order and distribute Quarterlies and encourage their use.
- 5. contact Honorary members to see if they desire a Quarterly.
- 6. set out the large mite box the last Saturday/Sunday of each month to receive donations from members of the Congregation.

b) **Historian (formerly Scrapbook Committee)** shall

1. keep a comprehensive history of all Circle and Society events, including the President's annual report submitted for the Zone Spring Rally manual.
2. gather and preserve material of historical importance pertaining to LWML at St. Matthew Lutheran Church.

c) **Beautiful Savior Home Auxiliary Contact** shall

1. schedule members to take residents of Beautiful Savior Home to weekly chapel services for the Society's assigned week if requested by the Home.
2. inform members of and encourage participation in Beautiful Savior Home activities.

d) **Lutheran Urban Mission Association Auxiliary Contact** shall

1. be the Society's official representative, or choose an alternate, to the LUMAA meetings.
2. inform members of and encourage participation in LUMAA projects.
3. report to the Society president any information that needs to be passed along to members.
4. in conjunction with the Hospitality Committee oversee hosting of the LUMAA meeting as requested.

e) **Communications Chairperson (optional, appointed at the President's discretion)** shall

1. with the approval of the Society President, promote Society events and ongoing mission efforts.
2. publicize upcoming events of interest to women at St. Matthew Lutheran Church in Sunday bulletins, the Church newsletters, and on the Church website. These events may include meetings, rallies, retreats, opportunities to serve and the vesper service.
3. use social media as another tool to promote upcoming events.
4. maintain and keep current the LWML bulletin board.
5. attend Board of Directors meetings.

f) **Parliamentarian (optional, appointed at the President's discretion)** shall assist the President in the conduct of meetings according to Robert's Rules of Order.

Article XII - Standing Committees

All standing committee chairmen shall be appointed by the Society President for a term of two years, with the approval of the Executive Board, with the exception of the Structure (Bylaws) Committee Chairman who shall be the past Society President. A committee chairman may invite members to serve on the committee and shall report to the Society and Board of Directors as needed.

a) **Christian Life Committee** shall promote spiritual growth of members. It shall

1. consist of the Chairman and a minimum of one member from each Circle selected by the Chairman of the Christian Life Committee.
2. in consultation with the Pastoral Counselor, be a resource for Bible study for Society and Circle meetings using topics provided in the LWML Quarterly or other Christian materials.
3. having consulted with the Hospitality Committee and the Pastoral Counselor, plan the program details for Society events, including LWML Sunday and the annual Christmas Vesper Service. The Chairman shall secure biographical information about speakers for Society events and be responsible for their introduction and an honorarium for the speaker from the Treasurer.

b) **Gospel Outreach/Human Care Committee** shall assist members in caring for the spiritual and physical needs of others. It shall

1. make members aware of spiritual outreach opportunities and encourage and equip members to share the Gospel.
2. keep abreast of, promote, and organize Human Care service projects that benefit such agencies as LUMAA, Resource Health, and LWML ingatherings at the National, District, and Zone level.

c) **Hospitality Committee** shall plan the food portion of Society events. It shall

1. consist of the Chairman appointed by the President and a minimum of one member from each Circle selected by the Committee Chairman.
2. plan the food and clean-up for Society events that may include, but are not limited to, retreats, rallies, pastors' conferences, LWML Sunday, church-wide women's social activities, and LUMAA meetings.
3. be responsible for food at Quarterly meetings, only if a meal is associated with the meeting.

- d) **Membership Committee** shall promote membership in LWML. It shall
1. in conjunction with Circle secretaries, review the membership role annually to determine members who need to be contacted after missing five consecutive, regularly scheduled Circle meetings during the year, and inquire if they wish to remain on active status with the group.
 2. organize the distribution of Welcome Baskets to new congregational members and include information on LWML.
 3. see that each new Society member receives a membership packet consisting of a handbook, bylaws, mite box, and recent copy of the Lutheran Woman's Quarterly.
- e) **Visitation Committee** shall oversee a program of visitation to elderly and shut-in congregational members. It shall
1. with a pastor maintain a list of congregational members to visit and/or remember with greeting cards.
 2. organize the collection and distribution of gifts/food for elderly and shut-in congregational members at Thanksgiving and/or Christmas and Easter.
 3. encourage members to remember the elderly and shut-in with cards, phone calls and visits.
- f) **Kitchen Committee** shall aid in the efficient use of the kitchen. It shall
1. post a checkout sheet for use of kitchen items.
 2. oversee an annual inventory of kitchen equipment and supplies and maintain an up-to-date record with a copy kept in the kitchen.
 3. annually, with the help of congregational members, give the kitchen a thorough cleaning.
- g) **Structure (Bylaws) Committee** shall keep Society Bylaws consistent with LWML Zone, District, and National Bylaws. It shall
1. review Bylaws every two (2) years and propose amendments to keep them current.
 2. consider, prepare, and present proposed amendments to these Bylaws to the Zone Structure Committee.
 3. forward proposed amendments approved by the Zone Structure Committee to the Society Board of Directors for approval by majority vote.
 4. submit a copy of amended Bylaws to the Missouri District Structure Committee and to the Society Secretary.

Article XIII - Amendments

- a) Amendments to these Bylaws may be proposed by the Structure (Bylaws) Committee, the Board of Directors, or any Society member.
- b) Proposed amendments from the Society Board of Directors or any Society member should be submitted to the Society Structure Committee for consideration.
- c) The Society President shall send proposed amendments which have been approved by the Zone Structure Committee and Society Board of Directors to Circle Chairmen to be shared with Circle members at least one month prior to the regular Society meeting at which they will be presented for adoption.
- d) The amendments shall be adopted upon a two-thirds (2/3) vote of members present at a regular Society meeting.

Article XIV - Meetings

- a) The meetings of the Society shall be held in the months of September, December (Vesper Service), February, and April or whenever necessary at the discretion of the Board of Directors, or at the request of 25% of the active membership.
- b) A majority of members present at any duly called meeting of the Society shall constitute a quorum.

Article XV - Pastoral Counselor

A pastor of St. Matthew shall serve in an advisory capacity to the Executive Board and Board of Directors.

Article XVI - Finances and Fiscal Year

- a) The fiscal year of this Society shall be from July 1 to June 30 inclusive.
- b) Financial support shall be by voluntary offerings received at Society meetings. Offerings received at quarterly Society meetings and proceeds from fundraisers supported jointly by Circles shall flow into the Society treasury.
- c) Active and Associate members shall be informed of the Society's annual donations to Kansas City South Zone LWML (Society contribution), Lutheran Urban Mission Agency Auxiliary, and Beautiful Savior Home and of the cost of a Quarterly subscription. Members are encouraged to cover these by a voluntary donation.
- d) Mite Box offerings shall be collected at quarterly Society meetings, separately from the regular offerings.

Article XVII - Parliamentary Procedure

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Society and all Circles in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XVIII - Dissolution

In case St. Matthew LWML shall for any reason dissolve, the property of the Society shall become the property of St. Matthew Lutheran Church, Lee's Summit, MO.

Adopted October 2017

Revised April 2023