

**Lutheran Women’s Missionary League
South Dakota District**

Mitchell Zone

BYLAWS

With 2024–2025 proposed revisions.

Approved by the LWML South Dakota District Structure Committee February 24, 2025.

ARTICLE I—NAME

The name of this organization shall be the Lutheran Women’s Missionary League (hereafter referred to as LWML) South Dakota District (hereafter referred to as the District) Mitchell Zone (hereafter referred to as the Zone).

ARTICLE II—OBJECTIVES

The Zone is a working unit of the LWML District and shall:

- a. assist in developing and maintaining a greater mission consciousness among the women in the Zone through Mission Education, Mission Inspiration, and Mission Service.
- b. assist the LWML District in promoting the object of the LWML.
- c. provide representation in the biennial convention of the LWML.

ARTICLE III—MEMBERS

Section 1

This Zone shall be composed of LWML groups and individual members located within a geographical area conforming to District LCMS circuit lines as much as possible. These groups and individual members shall have complied with membership requirements as set forth in the bylaws of the LWML South Dakota District. When a congregation has more than one group, the groups shall be a Unit.

Section 2

An individual:

- a. is not considered an LWML group or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the LWML group in her congregation for any reason or is a member of an LCMS congregation that does not have a group affiliated with LWML;
- c. may attend zone meetings and events;
- d. may have voice and vote at zone meetings;
- e. may have voice and vote at District and LWML conventions only if she is a certified delegate.

Section 3

Application for both individual and LWML group membership is made to the LWML district as specified in the district bylaws.

ARTICLE IV—MEETINGS

Section 1

The Zone shall hold at least one rally and one workshop per year and may hold as many additional rallies and workshops as deemed necessary. The date and time of each rally and workshop is to be set by the Board of Directors

Section 2

- a. All members of a group and individual members in the Zone may attend zone functions and have voice and vote.
- b. Nonaffiliated groups shall also be invited to attend Zone rallies as guests, without voting privileges.
- c. A quorum constitutes a minimum of three (3) groups present at any zone event where zone business is conducted.

Section 3

Location of rallies shall be determined by the alphabetical order of the groups of the zone; location of workshops shall be in reverse alphabetical order.

ARTICLE V—DISTRICT/NATIONAL

This Zone shall be a part of the LWML South Dakota District and the LWML. All members may attend District LWML conventions held biennially in even-numbered years, and LWML conventions held biennially in odd-numbered years. Delegate(s) and alternate(s) shall be elected to represent this Zone and vote at these conventions.

ARTICLE VI—REPRESENTATION

Section 1

District

- a. The Zone President is a member of the LWML District Board of Directors and represents the Zone at all meetings of the board. Should she be unable to attend, any elected Zone officer may attend in her place and have voice and vote.
- b. The Zone President, as a member of the LWML District Board of Directors, attends the LWML District convention, with voice and vote. Should she be unable to attend, an elected Zone officer may attend in her place and have voice, but no vote.
- c. Per the LWML South Dakota District Standing Rules (Feb 2024): District pays for board meetings, conventions, and retreats for zone presidents ...

Section 2

LWML

- a. The Zone shall have one (1) delegate for each ten (10) or fewer units and one (1) elected delegate for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention. (Note: All LWML groups in one congregation or setting are considered as a one member unit for the purpose of representation at LWML conventions.)
- b. The delegate shall be determined at the Fall Zone Rally preceding the LWML Convention.
- c. A plurality vote shall elect.
- d. This Zone shall have the president serve as its elected delegate during her first term of office. If she serves a second term, the delegate shall then be an elected zone officer in this order: Secretary/Historian, Treasurer, Vice President, if they have not had the opportunity to previously serve as delegate. If the President is unable to attend during her first term, she may attend as delegate her second term.

If none of the officers are able to serve as delegate, volunteers will be asked for from the floor. If there is more than one volunteer, there will be an election by ballot.

- e. The alternate delegate shall be nominated from the floor and shall be elected by majority vote of the votes cast.
- f. The names of the delegate and the alternate shall be presented to the District President in accordance with the District bylaws for certification.
- g. In the event neither the delegate nor the alternate is able to serve, after being determined at the Fall Rally prior to the LWML Convention, a member of this zone may serve as delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary
- h. It shall be the duty of the delegate to attend all business sessions of the convention and provide a report at the Fall Rally following convention.

ARTICLE VII—OFFICERS

Section 1

The officers of the Zone shall be a President, a Vice President, a Secretary-Historian, and a Treasurer.

Section 2.

- a. The officers shall be elected by ballot vote at the annual fall Zone rally to serve for a term of two (2) years or until their successors are elected and installed and shall be eligible for one (1) consecutive re-election to the same office. If there is only one (1) candidate per office, a voice vote may be taken. A majority shall elect.
- b. The President and Treasurer shall be elected in even-numbered years. The Vice President and Secretary-Historian shall be elected in odd-numbered years.
- c. Officers shall assume their duties immediately after the closing devotions and installation of officers.
- d. Each officer shall keep notes and operational material pertinent to the responsibilities of the office and, with the exception of the Treasurer, transfer them to their successors within thirty (30) days following election. The Treasurer shall transfer all records and materials pertaining to her office within sixty (60) days following the election.

ARTICLE VIII—NOMINATIONS

Section 1

A Nominating Committee of at least two (2) units shall:

- a. be appointed in alphabetical order by the Board of Directors at least three (3) months prior to elections;
- b. receive from nominees consent to serve if elected;
- c. when there is more than one candidate per office, prepare printed ballots with the names of candidates printed in alphabetical order by last name for each office to be filled.

Section 2

Nominations may be made from the floor, provided the nominee meets qualifications for office and has given consent to serve if elected. The committee shall prepare ballots with the names of candidates listed in alphabetical order.

Section 3

A majority of votes cast shall elect.

ARTICLE IX—DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at all Zone rallies and meetings of the Zone Board of Directors. She shall vote only in the event of a tie;
- b. be an ex-officio member of all committees except the Nominating Committee;
- c. assist the District in executing its objectives in the Zone;
- d. attend meetings of the District Board of Directors and have voice and vote. Expenses for these meetings are to be defrayed from the Zone Treasury;
- e. appoint all standing Committees, Chairmen, and Special Committees with approval of the Zone Board of Directors;
- f. invite the District President or her representative to speak at the annual Zone Rally;
- g. send notices of all Zone meetings to all groups and the Board of Directors;
- h. conduct a meeting for outgoing, current, and newly-elected officers following the adjournment of the Fall Rally for the purpose of outlining awareness of these bylaws, and to assist in transitioning of officers.

Section 2

The Vice President shall:

- a. assist the President in carrying out the District objectives;
- b. perform the duties of the president in the latter's absence or inability to act;
- c. perform such other duties as may be assigned by the President.

Section 3

The Secretary-Historian shall:

- a. keep accurate minutes of all Zone rallies and zone Board of Directors meetings or designate another person to substitute if she is unable to attend; send one (1) copy of rally minutes to all groups in the Zone, the Zone President and the District Archivist-Historian;
- b. keep current mailing lists of all groups of the Zone; furnish the District secretary and all elected and appointed Zone officers with names and complete mailing addresses of all Zone and group officers;
- c. conduct such correspondence as deemed necessary by the Zone;
- d. present reports at Board of Directors meetings and Zone Rallies;
- e. as Historian, shall keep accurate Archivist-Historian records of the zone and may keep condensed records of Zone groups. Items to be kept may include signed copies of Board minutes; names of elected and appointed officers and their office; reports of Zone officers; printed materials from zone events; pictures from special events labeled with who, what, when, and where; history of the zone; and current copy of zone bylaws;
- f. may submit a summary sheet of Zone activities that lists date, activity, and numbers of attendees to the LWML SD District Archivist-Historian.

Section 4

Treasurer shall:

- a. keep accurate account of all receipts and expenses;
- b. pay all bills approved by the Zone;
- c. report at regular Zone rallies and Zone Board of Directors meetings;
- d. submit records annually to the Zone for financial review.

ARTICLE X—PASTORAL COUNSELOR

The Pastoral Counselor shall:

- a. be the Pastor of the President's congregation, or in the case of vacancy, the vacancy Pastor;
- b. serve the Zone in advisory capacity;
- c. attend all rallies and Zone board meetings.

ARTICLE XI—ZONE BOARD OF DIRECTORS

Section 1

The Zone Board of Directors shall be composed of the elected officers, standing committee chairmen, and group presidents (or their representative) with the pastoral counselor serving as an advisor. A quorum constitutes a minimum of three groups and a majority of the elected officers.

Section 2

The Board of Directors shall:

- a. meet at the call of the President;
- b. conduct the business of the Zone between rallies and other regularly scheduled zone meetings;
- c. assist the President in planning zone activities and functions;
- d. assist the President in implanting zone activities and district and LWML programs;
- e. fill all vacancies occurring in elective officers. In case of a vacancy in the office of the President, the Vice President shall become President;
- f. approve the financial institution in which funds are deposited;
- g. approve all committee appointments made by the President.

ARTICLE XII—FINANCES

Section 1

- a. Zones shall not assess dues nor undertake mission grants on their own account.
- b. Zones shall promote use of the Mite Box and voluntary contributions by zone members to the District and the LWML mission goal.

Section 2

The zone may:

- a. collect registration fees or an offering at rallies or other zone functions to cover zone expenses such as:
 1. honorarium for speaker, rental of audio-visual equipment, or other program aids;
 2. printing, postage, telephone;
 3. convention costs for delegates;
 4. expenses for sending the Zone President to District conventions and meetings;
 5. other costs approved by the Board of Directors.
- b. designate a special offering and /or Gifts from the Heart (ingathering) at zone events and designate recipients.

Section 3

Any surplus funds after Zone expenses are met shall be used at the discretion of the Board of Directors..

Section 4

An annual financial review of the Treasurer shall:

- a. include verification that checkbook and ledger transactions are accurate and verifiable;
- b. be conducted by individuals from two (2) units appointed by the Board of Directors prior to the Fall Rally.

ARTICLE XIII—FISCAL YEAR

The fiscal year shall be from October 1 to September 30, inclusive.

ARTICLE XIV—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of the Zone in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Standing Rules, guidelines, or Christian principles.

ARTICLE XV—AMENDMENTS

Section 1

These Bylaws may be amended by two-thirds (2/3) vote of the members present and voting at the annual Fall Rally, provided the proposed amendments have been approved by the District Structure committee and the Zone Board of Directors, and due notice of such amendments has been given to all member groups at least two (2) months prior to the annual Zone fall meeting.

Section 2

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the District Structure Committee for review before being presented to the Zone membership for adoption. By unanimous agreement a proposed amendment may be presented to the rally without previous notice. A three-fourths (3/4) vote shall be required for adoption of said amendment.
- b. Upon adoption by the Zone, the required number of copies shall be submitted to the District Structure Committee for filing.

Charter Date of Zone: October 10, 1954

Date of Adoption of Bylaws: October 9, 1955

Date of Bylaws revision: October 7, 2018

October 6, 2019

November 1, 2020

October 5, 2025

STANDING RULES
(October 6, 2019 Fall Rally)
October 5, 2025 Fall Rally

GUIDELINES FOR REIMBURSEMENT

Conventions — LWML.

Zone delegate expenses to be reimbursed shall include:

- a. convention registration;
- b. housing: the delegate shall be reimbursed for the number of nights as included in the LWML South Dakota District (District) travel package and while attending the convention;
- c. meals while at the convention;
- d. transportation: zone will pay the transportation provided by the District; bus or plane.
Alternate travel: If you plan to drive or travel other than by bus plane, your voucher must include a copy of an electronic map program showing your round-trip mileage and a copy of the lowest cost round trip airfare booked at least a month in advance. If you are traveling by car, you may receive round trip mileage per zone guidelines up to the lowest cost airfare.

~~**Conventions — District. (Conventions and meetings.)**~~

~~The Zone President expenses to be reimbursed shall include:~~

- ~~a.—convention registration;~~
- ~~b.—housing;~~
- ~~c.—mileage per these guidelines;~~
- ~~d.—meals while attending meetings and conventions.~~

Housing. Based on two to a room, (up to four encouraged); Zone pays half if spouse accompanies.

Mileage. Payment of \$.45 per mile will be paid for travel on LWML zone business.

Receipts for bills are to be included whenever possible.