

**LUTHERAN WOMEN'S MISSIONARY LEAGUE
SOUTH DAKOTA DISTRICT
MILBANK ZONE
BYLAWS 2026**

ARTICLE I – NAME

The name of this organization shall be Lutheran Women's Missionary League, South Dakota District, Milbank Zone (hereinafter referred to as the Zone) of the South Dakota District (hereinafter referred to as the District), of the Lutheran Women's Missionary League (hereinafter referred to as LWML).

ARTICLE II – OBJECT

The object of this organization shall be:

- a. To promote the LWML objects: Mission Education, Mission Grants, Mission Inspiration, and Mission Service;
- b. To support the programs of the district and national LWML;
- c. To provide opportunities for spiritual growth and Christian fellowship among the women of the Zone;
- d. To provide opportunities for leadership training;
- e. To provide representation at LWML conventions in accordance with the bylaws of the LWML.

ARTICLE III – MEMBERS

Section 1

- a. The Zone shall be composed of LWML groups in congregations of the Lutheran Church-Missouri synod (hereinafter referred to as LCMS) and individual members within the geographic boundaries of the Zone.
- b. Women who hold membership in a group must be members of an LCMS congregation.
- c. If there is more than one group in a congregation or other setting, the groups in a single setting shall be considered one unit for the purpose of representation at LWML conventions.

Section 2

An individual member:

- a. is not considered a group or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the group in her congregation for any reason or is a member of an LCMS congregation which does not have a group affiliated with LWML;
- c. may attend Zone rallies, workshops, and meetings and district and national LWML conventions;
- d. may have voice and vote at Zone meetings;
- e. does not have voice or vote at the District convention unless she is representing a unit as a certified delegate;

- f. does not have voice or vote at an LWML convention unless she is representing a zone as a certified delegate.

Section 3

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

ARTICLE IV – CONVENTIONS

Section 1 District

- a. All members of the District may attend the biennial District Convention.
- b. The members who shall have voice and vote shall be:
 - 1. Two (2) certified delegates from each local unit (all groups within one (1) congregation shall be considered one (1) unit);
 - 2. The Zone President.

Section 2 LWML

- a. One (1) delegate and one (1) alternate to the LWML Convention from each Zone having ten (10) or fewer units, and one (1) additional delegate for each additional ten (10) units or major fraction thereof, shall be elected in the fall Zone meeting preceding the LWML Convention.
- b. Elections shall be by ballot.
- c. Plurality vote shall elect.
- d. The candidate receiving the highest number of votes shall be the delegate; the candidate receiving the second highest number of votes shall be the alternate.
- e. The names of the delegate and the alternate shall be presented to the District President for certification by January 1 of the year of the convention.
- f. In the event neither the delegate nor the alternate is able to serve, a member of the Zone may serve as delegate upon certification in writing by the District LWML President and presented to the national LWML Recording Secretary.
- g. It shall be the duty of the elected delegate to attend all business sessions at the LWML Convention and give to each member group in the Zone a personal or written report of the main preceding of said convention.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1

The elected officers shall be:

President
Vice President of Christian Life
Vice President of Special Focus Ministries
Vice President of Gospel Outreach
Secretary
Treasurer

Section 2

- a. The officers shall be elected by ballot at the annual fall Zone meeting to serve a two (2) year term, and shall be eligible for one (1) reelection. If there is only one (1) candidate per office, a voice vote may be taken.
- b. The President, Vice President of Christian Life, and Vice President of Gospel Outreach are to be elected in even-numbered years; Vice-President of Special Focus Ministries, Secretary, and Treasurer are to be elected in odd-numbered years.
- c. A majority vote shall elect.
- d. Newly-elected officers shall assume their duties immediately following the close of the meeting in which they are elected.
- e. Each officer shall keep notes and operational material pertinent to the responsibilities of the office and pass them on to their successor within thirty (30) days after the election.

Section 3

- a. In the event of incapacity or other situations creating a vacancy in the office of President, the Vice President of Gospel Outreach shall fill the temporary vacancy until the President is able to resume her duties or until an election is held by the Board of Directors. The election shall be by ballot vote. The candidates eligible to fill the permanent vacancy shall be the Vice Presidents. If there is no regularly scheduled meeting of the Board within thirty (30) days of the permanent vacancy in the office of President, a special election shall be called by the Vice President of Gospel Outreach within thirty (30) days of such vacancy for the express purpose of electing a new President. The election may be a vote by mail or electronic messaging.
- b. Vacancies in other offices shall be filled by appointment by the EC and the appointments shall be for the unexpired term.
- c. In the event of a mail or electronic ballot, the secretary and pastoral counselor will be responsible for receiving the ballots and tallying the results. The tallying of the votes may be done in person or by video conference call. The results will be given to the President or vacancy chairman to be shared.

ARTICLE VI – DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at all Zone meetings and meetings of the EC;
- b. be an ex-officio member of all committees, except the Nominating Committee;
- c. assist the District organization in executing LWML programs in the Zone;
- d. attend the meetings of the District Board of Directors, and shall have voice and vote;
- e. appoint necessary committees for Zone administration, with EC approval;
- f. distribute mission grant information and encourage the giving of Mites;
- g. perform other duties as requested by the EC

Section 2

The Vice President of Christian Life:

- a. may perform the duties of the office of the President in the absence or at the request of the President;
- b. shall assist in planning zone rallies/retreats;
- c. shall perform other duties as requested by the EC.
- d. to inspire and promote individual spiritual growth;
- e. to encourage concern for the physical and spiritual needs of others;
- f. to promote the spreading of the Gospel of Jesus Christ.

Section 3

The Vice President of Special Focus Ministries

- a. may perform the duties of the office of the President in the absence or at the request of the President;
- b. shall serve as coordinator of Special Focus Ministries encouraging ingathering at the Zone retreat and rallies;
- c. shall assist in planning zone rallies/retreats;
- d. shall assist with the in-gathering at Zone events;
- e. shall perform other duties as requested by the EC.

Section 4

The Vice President of Gospel Outreach

- a. may perform the duties of the office of the President in the absence or at the request of the President;
- b. shall encourage the use of ideas and materials to promote mission grants;
- c. shall update Zone members on mission grants and recipients;
- d. to encourage mites;
- e. shall assist in planning zone rallies/retreats;
- f. shall perform other duties as requested by the EC.

Section 5

The secretary shall:

- a. keep accurate minutes of all Zone and EC meetings;
- b. keep a current mailing list of all zone groups including those not in membership;
- c. send notices of all Zone meetings to member and non-member groups;
- d. send minutes of all meetings to all members of the EC within thirty (30) days following the meeting;
- e. furnish the District Secretary with names and address of group and Zone officers as they are changed;
- f. conduct such correspondence as may be necessary;
- g. send announcements of coming Zone meetings to all groups in the Zone;
- h. send Zone news items to the District Vice President of Communications for publication in the HiLites;
- i. shall assist in planning zone rallies/retreats;
- j. shall perform other duties as requested by the EC.

Section 6

The Treasurer shall:

- a. keep an accurate account of all receipts and expenditures;
- b. make disbursements upon authorization by the Zone and keep record of same;
- c. report at regular Zone and EC meetings;
- d. submit records for financial review by the Zone Financial Review Committee biennially;
- e. perform other duties as requested by the EC.

ARTICLE VII – SPECIAL APPOINTED PERSONNEL

Section 1

The special appointed person shall be an Archivist-Historian who is appointed by the Zone President with the approval of the EC. The Archivist-Historian shall:

- a. keep a file of each local group;
- b. receive annual written reports from Zone officers and committees;
- c. forward local and Zone materials to the District Archivist Historian;
- d. prepare a minimum of three (3) copies of an annual written report of events in the zone; one (1) copy to be sent to the District Archivist-Historian, one (1) copy to be submitted to the Zone President, and one (1) copy to be kept in the Zone Archivist-Historian's file.

ARTICLE VIII – NOMINATIONS

Section 1

The Zone President shall appoint two (2) groups within the Zone on a rotating basis alphabetically to serve as the nominating committee.

Section 2

The Nomination committee shall:

- a. supply a minimum of two (2) candidates, if possible, for each office, each candidate being a qualified LWML member and consenting to serve if elected;
- b. accept nominations made from floor, if those nominated have given their consent;
- c. conduct the election at the fall Zone meeting, providing the ballots and the tallying of them;
- d. report the election results at the Zone meeting.

ARTICLE IX – MEETINGS

Section 1

The Zone shall hold a minimum of one (1) rally/meeting with Bible study per year. The date and time of this and any other meetings shall be determined by the EC.

Section 2

- a. All members of the groups and individual members are invited to attend and each having a voice and vote. Members present at any meeting shall constitute a quorum.
- b. Non-affiliated groups shall be invited to attend Zone meetings as guests, without voice and vote.

Section 3

Each member group shall have the right of inviting and serving as rally host. In the case of multiple invitations, alphabetical order will be used.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1

The EC shall consist of the elected officers, group Presidents, and appointed personnel with Pastoral Counselor as advisor. A majority of the voting members shall constitute a quorum.

Section 2

The EC shall:

- a. meet at the call of the President; action may be taken via electronic messaging;
- b. assist the President in planning the Zone Rally and other activities while working in harmony with suggestions and recommendations of the District;
- c. cooperate with the District in encouraging spiritual growth programs;
- d. approve appointment of Zone committee chairmen, committee members, and other appointed officers.

ARTICLE XI – PASTORAL COUNSELOR

The Pastoral Counselor shall:

- a. be an LCMS pastor serving a parish within the Zone;
- b. be appointed by the President with the approval of the EC;
- c. serve the Zone in an advisory capacity;
- d. attend all Zone meetings and Zone EC meetings;
- e. perform other duties as requested by the President and EC.

ARTICLE XII – STANDING COMMITTEES

There shall be a Financial Review Committee of two (2) persons, appointed by the Zone President and approved by the EC.

Section 1

The Financial review committee will review the treasurer's books biennially and submit the written review results of to the Zone President.

ARTICLE XIII – FINANCES

Section 1

Zones shall not assess dues or undertake mission grants on their own account.

Section 2

- a. A registration fee shall be taken at each zone Rally. This is to be used for necessary rally expenses for speakers, programs aids, and host society expenses. Any funds after expenses are met are to be turned over to the Zone Treasury.
- b. A voluntary offering may be taken at each Zone Rally to be used for administration expenses or as designated by vote at each assembly.

Section 3

Any surplus funds after Zone expenses are met may be sent to the District LWML, rather than being invested elsewhere.

Section 4

There will be a separate Delegate Fund to finance the sending of a delegate to the LWML Convention. Each member group will be asked to donate according to their membership.

ARTICLE XIV – PARLIMENTARY 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 a two-thirds (2/3) vote of the members present and voting at a scheduled Zone meeting, provided the proposed amendments have been approved by the District Structure Committee and the EC, due notice of such amendments being given to all member societies prior to a scheduled Zone meeting.

Section 2

By unanimous agreement of the voting members, a proposed amendment may be presented at a scheduled Zone meeting without previous notice. A three-fourths (3/4) vote shall be required for adoption of said amendment.

Milbank Zone became a District LWML member: 1959

Date of original by-laws: April 6, 1975

Revised: June 1978.

Amended: Spring 1989

Revised: 2005 and 2026

Approved by SD Structure Committee: Spring 2026

Adopted by Milbank Zone: September 19, 2026