

# **Bylaws for the LWML Society of University Lutheran Church**

## **Article I – Name**

The name of this organization shall be ULu's Women in Mission. This organization shall be affiliated with the Lutheran Women's Missionary League (LWML) and is the official chapter of University Lutheran Church of West Lafayette, IN.

## **Article II – Mission**

The mission of this organization shall be to assist each woman of the Lutheran Church – Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world. In particular, this society shall minister to the student population of ULu as well as to others in our church and local community.

## **Article III – Members**

All women of the LC-MS are members of the LWML. Any woman who attends University Lutheran may become an active member.

## **Article IV – Conventions**

The society president shall serve as one of the society's two voting delegates to the district convention. If she is unable to attend, the vice president shall be the primary delegate in her place. The second delegate will be chosen by vote at a business meeting prior to convention registration. If the president and vice president are both unable to attend, both delegates shall be elected.

## **Article V – Officers and Elections**

### **Section 1**

The elected officers shall be President, Vice President, Treasurer, and Secretary.

### **Section 2**

These officers will be elected by a majority vote. The candidates shall announce their intent to run at the October meeting and the election date shall be announced at this time. A slate of officers shall be published in the minutes of the October meeting.

### **Section 3**

The election shall take place at the November business meeting. In order to cast a vote, a member must have attended at least two meetings during the past year. Officers will be elected by majority approval of the eligible voting membership on the roster.

### **Section 4**

Newly elected officers shall assume their duties during the January business meeting. The term of each office will be for one year.

### **Section 5**

Due to the transitory nature of our student population, a student may be allowed to retain her position even if she will be gone during the summer. Another member can fill in for said officer during the summer months, and the officer shall work with her replacement to ensure a smooth transition.

### **Section 6**

The President shall appoint someone to fill the position vacated by any elected officer who graduates or otherwise leaves University Lutheran. The appointment must be approved by the

other officers. If the President leaves before her term is over, the Vice President will be elevated to President, and the Vice Presidential vacancy will be filled by appointment.

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

### **Section 1**

The President shall be in charge of setting the agenda and conducting business meetings. She is also responsible for attending Zone Rallies and serving on the Zone Executive Board. If she is unable to attend, she shall appoint someone to go in her place. She shall also serve as one of the two voting delegates representing our society at district conventions.

### **Section 2**

The Vice President shall work closely with the President and shall conduct meetings when the president is unable to attend. If the president is unable to serve a full term, the Vice President shall become President.

### **Section 3**

The Secretary shall take notes during all business meetings and shall send out copies of the meeting minutes within one week. She shall also be in charge of publicizing meetings and other events. Additionally, she shall track attendance of all members to guarantee eligibility of voting.

### **Section 4**

The Treasurer shall be in charge of collecting and counting mites and Society Funds. The mites shall be sent to the District Financial Secretary using remittance vouchers. Society Funds shall be tallied and given to the church treasurer. The Society Treasurer shall give a report of all activity at each monthly meeting. If she is unable to attend the meeting, she must submit the report to the President before the meeting so that a report may still be given.

## **Article VII – Meetings**

Business meetings shall be held regularly (for example, the 2<sup>nd</sup> Thursday of the month) once a month, unless the society deems it necessary to reschedule during a given month. Special meetings shall be called at the discretion of the president, i.e. for the planning of special activities.

## **Article VIII – Finances**

### **Section 1**

Because all women of the LC-MS are already members of the LWML, we will not charge dues. However, voluntary offerings will be accepted at each business meeting. A voluntary donation of \$1 per meeting has been suggested to help build up Society Funds.

### **Section 2**

Mite Box offerings will be gathered at each meeting and submitted to the district.

### **Section 3**

The society may make donations to various causes, as approved by the membership. Any proposed donation must be voted on and approved by a majority of the voting membership.

## **Article IX – Amendments**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting, provided the suggested change be proposed, in its entirety, at a business meeting at least one month prior to the actual vote.