

Lutheran Women's  
Missionary League

**Northeast Zone**  
Ohio District

**BYLAWS**

Revised: Spring 2000  
Amended: Spring 2005  
Amended: Spring 2007  
Amended: Spring 2011  
Amended: Spring 2012  
Amended: Spring 2018  
Amended: Spring 2023  
Amended: Spring 2024

## Table of Contents

Article I	Name.....	3
Article II	Object.....	3
Article III	Membership.....	3
Article IV	Zone Events.....	4
Article V	Convention Representation.....	4
Article VI	Officers and Elections.....	5
Article VII	Duties of Officers.....	5
Article VIII	Nominations.....	7
Article IX	Standing Committees.....	7
Article X	Special Appointed Personnel.....	8
Article XI	Executive Board.....	9
Article XII	Pastoral Counselor.....	9
Article XIII	Finances.....	10
Article XIV	Fiscal Year.....	10
Article XV	Parliamentary Authority.....	10
Article XVI	Amendments.....	11
Standing Rules.....		12
List of Societies in Northeast Zone.....		13

**BYLAWS**  
**NORTHEAST ZONE**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE, OHIO DISTRICT**

**ARTICLE I – NAME**

The name of this organization shall be the Northeast Zone of the Lutheran Women's Missionary League (hereinafter referred to as LWML) Ohio District, the Lutheran Church – Missouri Synod (hereinafter referred to as LCMS).

**ARTICLE II – OBJECT**

The object of this organization shall be

- a. to develop and maintain a greater mission consciousness among the women of the Zone through MISSION EDUCATION, MISSION INSPIRATION, and MISSION SERVICE;
- b. to gather funds for mission grants;
- c. to support the program of LWML, district and national;
- d. to provide opportunity for Christian fellowship;
- e. to provide representation at District and LWML conventions.

**ARTICLE III – MEMBERSHIP**

**Section 1**

The Northeast Zone shall be composed of women's groups within congregations affiliated with LCMS located in the geographical area of the zone, on campuses, in residence homes, or in other settings, which have complied with membership requirements as set forth in Article III, Section 2 of LWML Ohio District Bylaws.

**Section 2**

One (1) or more groups affiliated with LWML within a congregation, on a campus, in a resident home, or in other settings shall be considered one (1) Group. Each affiliated group, however, shall receive all informative material sent out by the LWML Ohio District and Northeast Zone.

**Section 3**

Any woman in communicant membership with a congregation that has a women's group affiliated with LWML shall be eligible for group membership.

**Section 4**

Any woman in communicant membership with a congregation that has no women's group affiliated with LWML may hold individual membership by promoting the objectives of LWML and by making application to the Executive Committee of the Ohio District. Individual membership is not considered a group.

## **ARTICLE IV – ZONE EVENTS**

### **Section 1**

The Zone shall conduct at least one (1) Rally each year for the purpose of promoting interest in and support of LWML and its object.

- a. Rallies shall be hosted by each Group of the Zone, determined alphabetically by town.
- b. The date and time of the Rally shall be determined by the host Group and the Zone Executive Board.
- c. All members of the groups are invited to attend the Rallies and have the privilege of voting.
- d. Election of officers shall take place at the Spring Rally.

### **Section 2**

The Zone shall conduct at least one (1) Retreat or Workshop each year.

- a. The program of the Retreat or Workshop shall be to
  1. develop enthusiasm for spiritual growth in a variety of ways, including speakers, Bible studies, skits, etc.;
  2. introduce new LWML materials;
  3. encourage interest in MITE giving;
  4. provide Christian fellowship and mutual encouragement.
- b. The Retreat or Workshop shall be planned by a committee appointed by the President with approval of the Executive Board.

### **Section 3**

The Zone shall hold a Prayer Service each year during Epiphany or Lent for the purpose of strengthening prayer life through Word and song.

- a. Prayer services shall be hosted by each Group of the Zone, determined alphabetically by town.
- b. The date and time of the service shall be set by the host Group and the Executive Board.

## **ARTICLE V – CONVENTION REPRESENTATION**

### **Section 1.**

Zone representation at district conventions shall be determined as follows:

- a. one (1) delegate shall be elected from each Group and shall have voice and vote;
- b. one (1) alternate shall be elected and attend in the event the delegate is unable to attend;
- c. the Zone President or her alternate (an elected Zone officer) shall have voice and vote;
- d. the names of the delegates and alternates shall be presented for certification to the Zone President who shall submit them to the Recording Secretary of the Ohio District by the requested deadline;
- e. in the event neither the certified delegate nor alternate is able to serve, a member of the same unit may serve as delegate upon certification in writing by the LWML Zone President and presentation to the Ohio District Recording Secretary.

## **Section 2**

Zone representation at LWML conventions shall be determined as follows:

- a. one (1) delegate and one (1) alternate shall be elected from the Zone;
- b. each Group, determined alphabetically by town, shall have the opportunity to select a delegate and an alternate to represent the Zone;
- c. the Zone President shall present the names and addresses of the delegate and alternate to the Ohio District President for certification by the requested deadline;
- d. the Zone President may attend as the delegate and the Vice President may be her alternate;
- e. if the Zone President has never attended an LWML convention, her attendance as delegate shall supersede sending a Group delegate;
- f. the delegate shall attend all business sessions of the convention and shall present a report at the next Rally and also to the groups as requested;
- g. in the event neither the certified delegate nor alternate is able to serve, a member of the same group may serve as delegate upon certification in writing by the LWML District President and presentation to the LWML Recording Secretary.

## **Section 3**

The delegates to the LWML convention or the Ohio District convention are part of the voting body and shall vote in one (1) capacity only. Proxy votes are prohibited.

# **ARTICLE VI – OFFICERS AND ELECTIONS**

## **Section 1**

The elected officers of the Northeast Zone shall be a President, a Vice President, a Secretary and a Treasurer.

## **Section 2**

- a. Officers shall be elected by ballot at the annual Spring Rally to serve for a term of two (2) years or until their successors are duly elected. If there is only one (1) candidate per office, a voice vote may be taken. They shall be eligible for one (1) reelection. A majority vote shall elect.
- b. The President and Treasurer shall be elected during the even-numbered years and the Vice President and Secretary during the odd-numbered years.
- c. The newly elected officers shall assume their duties after the installation service at the close of the Spring Rally.
- d. The retiring officers shall, within thirty (30) days following the election, transfer to their successors all materials and/or funds pertaining to their office.

# **ARTICLE VII – DUTIES OF OFFICERS**

## **Section 1**

The President shall

- a. preside at Zone rallies and all meetings of the Executive Board;
- b. call meetings when deemed necessary or at the request of three (3) Executive Board members;

- c. be responsible for appointing chairmen of standing committees, special appointed personnel, and the nominating committee, with the approval of the Executive Board;
- d. be an ex-officio member of all committees except the Nominating Committee;
- e. be responsible for the preparation of the rally agenda and program;
- f. be responsible for the execution of all resolutions passed by the Executive Board, the zone rallies, the LWML Ohio District and the LWML;
- g. approve for payment all legitimately incurred Zone expenditures and forward to the Treasurer for issuance of checks;
- h. receive the names and addresses of the Zone delegate and alternate to the national convention and then submit them to the District President by the requested deadline;
- i. certify the names and addresses of unit delegates and alternates to the District Convention and then submit them to the District Recording Secretary by the requested deadline;
- j. represent the Zone on the Ohio District Board of Directors and at the District Convention. If the President is unable to attend the meeting of the District Board of Directors or the District Convention, she shall send the Vice President or one of the other elected officers of the Zone as her representative;
- k. shall serve as the delegate to the LWML Convention if she has not attended an LWML Convention in the past;
- l. invite the District President or her representative to speak at the annual Zone Rally.

## **Section 2**

The Vice President shall

- a. assist the President in carrying out the LWML program;
- b. perform the duties of the President at the request of the President or in the absence or the inability of the President to serve;
- c. perform such other duties as may be designated to her by the President;
- d. serve as the alternate of the President to the District Convention;
- e. assume the office of the President when a vacancy occurs.

## **Section 3**

The Secretary shall

- a. record the proceedings of the rallies and meetings of the Executive Board;
- b. provide copies of the minutes of the rallies and meetings to each member of the Executive Board, the group Presidents (or group representatives), and the District President;
- c. notify Zone groups and pastors of Zone functions;
- d. report the names, addresses and position of new officers to the Ohio District Secretary to the President immediately following each election;
- e. notify each member of the Executive Board of upcoming meetings at least three (3) weeks in advance of the meeting;
- f. keep a current mailing list of all societies and the Executive Board;
- g. conduct all correspondence requested by the President and/or the Executive Board.

#### **Section 4**

The Treasurer shall

- a. receive all funds and deposit in a bank approved by the Executive Board;
- b. keep an itemized account of all receipts and disbursements;
- c. pay all bills approved by the President, or by Executive Board directive or Zone rally resolution;
- d. submit financial reports to all Executive Board meetings and Zone rallies;
- e. submit financial records for financial review within thirty (30) days of the close of the fiscal biennium.

### **ARTICLE VIII – NOMINATIONS**

#### **Section 1**

A Nominating Committee of at least two (2) members, from as many units, shall be appointed by the President with approval of the Executive Board at the Executive Board meeting prior to the Spring Rally.

#### **Section 2**

The Nominating Committee shall

- a. prepare a slate of candidates, consisting of at least two (2) nominees for each office to be filled, if possible;
- b. select nominees who are members of LWML and have served in a leadership capacity at the group level, if possible;
- c. obtain consent of all nominees to serve, if elected;
- d. submit the slate of candidates to the President two (2) weeks prior to the Spring Rally
- e. if necessary, prepare printed ballots with the names of nominees listed in alphabetical order (see Article VI, Sec. 2a).

#### **Section 3**

- a. Each group within the Zone shall have the privilege to suggest the names of not more than two (2) candidates for each office;
- b. Additional nominations may be made from the floor at the Spring Rally provided prior consent has been obtained from the candidates.

#### **Section 4**

The Executive Board shall nominate two (2) candidates for Pastoral Counselor, if possible. Their consent to serve, if elected, shall have been obtained.

### **ARTICLE IX – STANDING COMMITTEES**

#### **Section 1**

The standing committees shall be Christian Life, Leader Development and Human Care.

- a. Chairmen shall be appointed by the President and be voting members of the Executive Board.
- b. Chairmen shall serve a term of two (2) years, or until their successors are appointed, and are eligible to serve another term if re-appointed.

## **Section 2**

The Christian Life Committee shall

- a. provide materials and programs to enable women of the church to grow spiritually;
- b. encourage enthusiasm and sustained interest in mite-giving;
- c. have Mite Boxes available at each Zone event;
- d. report to each regular Executive Board meeting and to the Spring Rally.

## **Section 3**

The Leader Development Committee shall

- a. encourage and equip women to reach out in love;
- b. provide materials and training to enable women to increase skills for leadership;
- c. create and provide ideas, techniques and resources which will enrich and stimulate individuals to increase the membership within their groups;
- d. report to each regular Executive Board meeting and to the Spring Rally.

## **Section 4**

The Human Care Committee shall

- a. alert members to opportunities and challenges for mission service in the church, community and world;
- b. encourage active participation and provide materials and suggestions for mission service programs;
- c. coordinate an ingathering project for the Spring Rally and the Retreat;
- d. report to each regular Executive Board meeting and to the Spring Rally.

# **ARTICLE X – SPECIAL APPOINTED PERSONNEL**

## **Section 1**

Special appointed personnel shall be a Public Relations Director, an Archivist/Historian, and a Structure Committee Chairman, appointed by the President, who shall

- a. attend meetings in an advisory, non-voting capacity;
- b. serve for a term of two (2) years, or until their successors are appointed, and shall be eligible to serve another term, if appointed.

## **Section 2**

The Public Relations Director shall

- a. send news of Zone events (flyers, posters, etc.) to the membership and the churches;
- b. publish a Zone paper, the *Nor'easter*, twice a year, distributing a copy to each group;
- c. submit news items and/or pictures to the *ODE* and/or *LWML Quarterly* for publication;
- d. report to each regular Executive Board meeting and to the Spring Rally.

## **Section 3**

The Archivist/Historian shall

- a. gather and preserve records and other materials of historical significance to the Zone;
- b. prepare copies of the above and submit to the District Historian;
- c. arrange historical displays at rallies.



#### **Section 4**

The Structure Committee Chairman shall recruit up to three (3) women, if possible, to serve on this committee. The Structure Committee shall:

- a. study the bylaws of the Zone and submit to the Executive Board for consideration such amendments as it deems advisable;
- b. submit proposed amendments to the District Structure Committee for review;
- c. submit proposed amendments to the Spring Rally;
- d. be responsible for printing the approved amended bylaws;
- e. send completed copy of revised bylaws to the District Structure Committee and to each group in the Zone;
- f. review group bylaws and proposed amendments as requested.

### **ARTICLE XI – EXECUTIVE BOARD**

#### **Section 1**

- a. Members of the Executive Board who shall have voice and vote shall be the elected officers of the Zone, the standing committee chairmen, and two (2) representatives from each society. The Pastoral Counselor and special appointed personnel shall attend Executive Board meetings in an advisory capacity.
- b. When a Standing Committee Chairman is unable to attend a meeting of the Executive Board, any member of her committee shall be authorized to attend in place of the committee chairman and shall have voice and vote. Notification of the representative's name shall be given to the Zone President.

#### **Section 2**

The Executive Board shall

- a. hold regular meetings at least twice a year;
- b. hold special meetings as called by the president;
- c. take emergency action by mail, e-mail, on-line live meeting, or phone, which shall be ratified by the next meeting of the Executive Board.

#### **Section 3**

Members of the Executive Board, representing at least two (2) units, shall constitute a quorum.

#### **Section 4**

The Executive Board shall

- a. transact the business of the Zone between rallies;
- b. assist the President in planning the Zone work program in harmony with suggestions and recommendations of the LWML;
- c. approve appointments of all Zone personnel and committees;
- d. fill vacancies occurring in the elected offices except President. In case of a vacancy in the office of President, the Vice President shall assume the office of President.

### **ARTICLE XII – PASTORAL COUNSELOR**

#### **Section 1**

- a. The Pastoral Counselor shall be an LCMS pastor serving a parish within the Northeast Zone;

- b. He shall be elected at a Spring Rally in the same year as the President, and shall serve as an advisory member for a term of two (2) years and be eligible for one reelection.

## **Section 2**

Duties of the Pastoral Counselor shall be

- a. to assist the Zone in its objectives and give spiritual guidance;
- b. to attend all Zone functions and Executive Board meetings;
- c. to attend the Ohio District Convention.

## **ARTICLE XIII – FINANCES**

### **Section 1**

- a. Offerings, registration fees, or other contributions may be received at Zone events for the purpose of covering expenses of the event (speaker, food, postage, etc.) with any surplus flowing into the Zone treasury for general administrative expenses;
- b. Registration fees at Zone events shall be collected by the host group. The host group shall count the money and fill out the Zone Registration Financial Form, keeping the amount of money needed to cover expenses for that activity and then giving the form and remaining money to the Zone Treasurer (or President).
- c. Offerings or other contributions shall be given to the Zone Treasurer (or President).

### **Section 2**

- a. Assistance with expenses for the Zone President, Pastoral Counselor and Young Woman Representative(s) to attend the Ohio District LWML Convention and for the Zone delegate to the LWML Convention shall be paid from the treasury in an amount determined by the Zone and recorded in the standing rules.
- b. A convention assistance donation, as voted on by the Zone and recorded in the Standing Rules, shall be requested annually of each unit in the Zone to help pay the above expenses.

### **Section 3**

The Zone shall assess no dues nor have projects of a financial nature.

## **ARTICLE XIV – FISCAL YEAR**

The fiscal year of the Northeast Zone shall be from June 1 to May 31 inclusive.

## **ARTICLE XV – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Northeast Zone in all cases to which they are applicable and in which they are not inconsistent with the bylaws or Christian principles.

## **ARTICLE XVI – AMENDMENTS**

### **Section 1**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a Zone Rally.

### **Section 2**

Proposed bylaws amendments or revisions shall be

- a. presented for consideration by the Zone Executive Board;
- b. submitted in required number to the chairman of the Ohio District Structure Committee for review by the committee;
- c. made available to the societies for consideration prior to the rally in which they are to be presented for vote;
- d. presented to the Zone membership for consideration at a Zone Rally

### **Section 3**

By unanimous vote a proposed amendment may be presented to the Rally without a previous motion. A three-fourths (3/4) vote shall be required for adoption.

## STANDING RULES

1. Whenever possible, expenses for designated representatives to District and LWML Conventions should be paid by check at the direction of the representative.
2. Each group is asked to contribute \$75.00 or more annually to the Zone convention fund for convention expenses for delegates. Additional contributions by groups or individuals are encouraged.
3. The Zone shall pay lodging, registration, banquet, and any meal meetings for the Zone representatives, the Zone President (or her alternate), the Zone Counselor and the Zone Young Woman Representative(s), to the District LWML Convention. The payment of the meal plan option shall be at the discretion of the Zone Executive Board on a convention-by-convention basis.
4. Zone delegate for the LWML Convention shall consist of one (1) member from the groups in the Zone, determined alphabetically by town. If the Zone President has never attended an LWML Convention, she shall serve as delegate.
5. The Zone shall pay all necessary expenses including transportation, lodging, registration and any meal meetings of Zone delegate or her alternate to the LWML Convention. Transportation reimbursement shall be based upon current LWML Ohio District mileage rate or lowest airfare, whichever is least expensive, as is the current practice of the LWML Ohio District. The payment of the meal plan option shall be at the discretion of the Zone Executive Board on a convention-by-convention basis.
6. The honorarium for guest speakers shall be \$50.00 plus payment for mileage, which should be in keeping with District guidelines.
7. All monetary ingatherings at Zone events shall be given to the designated recipient.
8. The registration fee for zone events shall be for registration and meals, the amount to be determined by the Executive Board.
9. The Zone shall reimburse the cost of the convention banner, up to \$50.00, if requested by the banner maker and if funds are available.

Standing Rule #7 approved at Spring Rally 4/04

Standing Rules #3 and #5 amended at Spring Rally 4/05

Standing Rules #2 and #7 amended at Spring Rally 5/06

Standing Rule #5 amended at Spring Rally 4/07

Standing Rule #8 approved at Spring Rally 4/13

Standing Rule #9 approved at Board meeting 5/2018

Standing Rules #4 and #5 amended to comply with Article V, Section 2 of the bylaws, as amended at Spring Rally 5/2023

Standing Rule #7 amended by Board action

**The Groups of the Northeast Zone** in alphabetical order are

Ashtabula	- Lighted Cross
Aurora	- Hope
Chagrin Falls	- Valley
Chardon	- Peace
Chesterland	- St. Mark
Euclid	- Shore Haven
Madison	- Holy Cross
Mayfield Hts.	- Our Savior
Mentor	- Faith
Painesville	- St. Paul
	- Zion
Solon	- Our Redeemer
Thompson	- Grace
Willoughby	- Trinity
Willowick	- Bethel

(congregation without group: Geneva - St. John)