

HANDBOOK

**LUTHERAN WOMEN'S MISSIONARY
LEAGUE-CANADA, INC.**



“Called to Serve”

Deuteronomy 10:12

2006 plus updates from 2009

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THE LEAGUE PLEDGE

In fervent gratitude for the Saviour's dying love and His blood-bought gift of redemption, we dedicate ourselves to Him with all that we are and have; and in obedience to His call for workers in the harvest fields, we pledge Him our willing service wherever and whenever He has need of us.

We consecrate to our Saviour our hands to work for Him, our feet to go on His errands, our voice to sing His praises, our lips to proclaim His redeeming love, our silver and our gold to extend His kingdom, our will to do His will, and every power of our life to the great task of bringing the lost and erring into eternal fellowship with Him.

Amen.

Rev. Harry Fricke

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LUTHERAN WOMEN'S MISSIONARY LEAGUE-CANADA, INC.

Lutheran Women's Missionary League-Canada, Inc. is the official woman's organization of Lutheran Church-Canada.

Object: Christian Growth
Christian Mission
Member Development
Communication

Financial grants for mission

projects

Motto: "Called to Serve"
(Deuteronomy 10:12)

Colours: Blue and White

Logo:



Adopted in 1993
Edmonton, Alberta

Official Publication:

Tapestry
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Registered Office

3074 Portage Avenue
Winnipeg, MB R3K 0Y2
(204) 895-3433, Ext.20
1-888-596-5226
resourcecentre@lutheranwomen.ca

Tax Exemption

Lutheran Women's Missionary League–
Canada Incorporated is a registered charitable
organization and exempt from federal income
tax.

Date of registration with Revenue Canada
April 1, 1993 under 0969105-47.

Lutheran Women's Missionary League–
Canada is incorporated in the Province of
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Mission Statement

The mission of
Lutheran Women's Missionary League-Canada
is to
EQUIP, MOTIVATE and ENCOURAGE WOMEN
to
GROW in God's Word
SERVE God's people and
SHARE God's Son

Objectives

1. To develop and maintain an awareness of mission and ministry among women through Christ-centred education and Christ-centred inspiration.
2. To encourage the Christ-centred support of and the adoption of service projects.
3. To receive and dispense funds for mission related projects that are directly sponsored and/or approved by Lutheran Church-Canada.

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A BRIEF HISTORY

When the Lutheran Women's Missionary League (LWML) became an official auxiliary to The Lutheran Church–Missouri Synod in 1942, most LCMS congregations in Canada already had organized ladies groups interested primarily in serving their own congregation. By 1950 the concept of LWML was spreading throughout these congregations. They began broadening their outlook and activities and became part of the International LWML. Laurentian and Ontario Districts joined in 1950, followed by the Alberta–British Columbia District in 1951 and the Manitoba and Saskatchewan District in 1953.

When voting congregations across Canada chose to become an independent church body, and Lutheran Church–Canada moved towards autonomy, its leaders recognized the need for its auxiliary organizations to remain in step. In 1983 Canadian district presidents met with the Lutheran Church–Canada Board of Directors to discuss the possibility of an autonomous women's auxiliary. Canadian district presidents organized themselves into a Task Force to explore options open to the LWML in Canada. These options were presented to the membership in a survey and in 1988 all Canadian ILWML District conventions approved becoming a Canadian LWML, official auxiliary to Lutheran Church–Canada, while maintaining a special sharing relationship with International LWML. The Founding Committee was established to carry out this option.

Lutheran Church–Canada became an autonomous synod on January 1, 1988. With the incorporation of Canadian congregations of the Minnesota North District of The Lutheran Church–Missouri Synod into the Central District

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of Lutheran Church–Canada, the Ontario Sonnet District, LWML–Canada was formed and became Canada’s fifth district.

The Protocol Document was ratified at all district conventions in 1990 and at the International LWML convention in 1991. At district conventions, in 1992, delegates selected the name “LWML–Canada, a logo and the motto “Called to Serve.”

The Founding Convention was held in Edmonton, Alberta, June 20 – 21, 1993. The charter was signed by district presidents, zone and society delegates. The first officers were elected and for LWML–Canada, the future had begun.

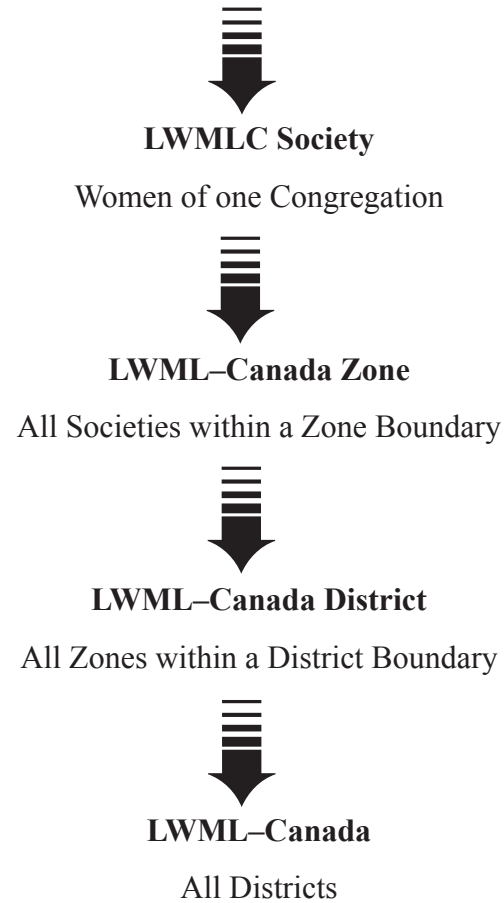
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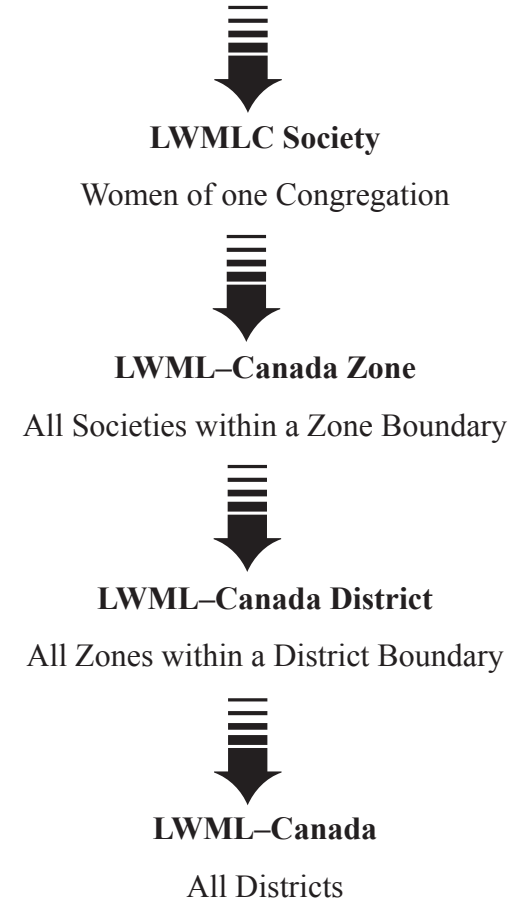
LWML–CANADA STRUCTURE

LCC and LCMS (in Canada) Woman



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THE MITE BOX

Based on the Biblical story of the widow's mite (Luke 21:1-4 KJV), the mite box is intended for regular contribution of "mites" — offerings above and beyond the support given to the congregation and the Synod. Mite box contributions amount to thousands of dollars supporting district and LWML–Canada mission grants as well as implementing the LWML–Canada program.

40% For LWML–Canada mission program including mission grants

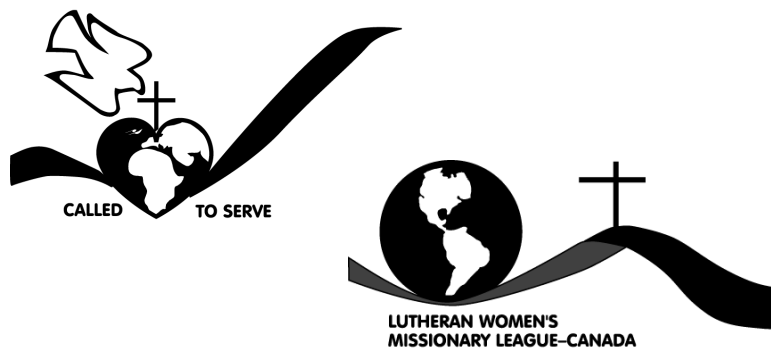
60% For District mission program including mission grants

Mite boxes, available from the district or zone, are distributed to every woman in a society.

Women should be encouraged to keep mite boxes in a prominent place and contribute to them regularly.

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Society treasurers remit contributions monthly to the district treasurer or other designated person.



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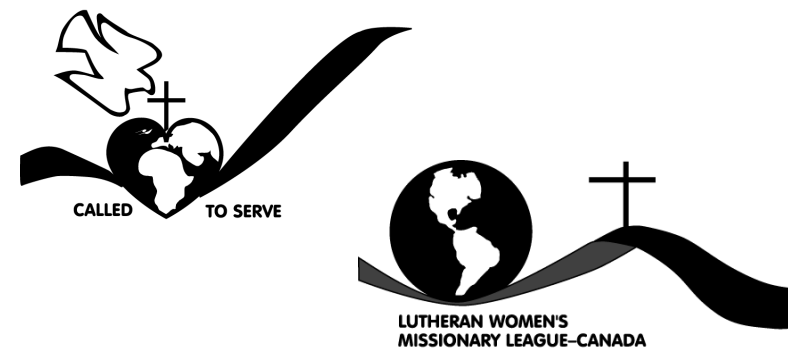
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TAPESTRY

Lutheran Women's Missionary League–Canada Inc. publishes a magazine, *Tapestry*, four times a year. Affiliated societies usually order one copy for each member. They also order one for each church worker in the congregation. *Tapestry* is sent out in a bulk mailing to the society. This magazine is also available to others who are not members of LWML–Canada, particularly women.

- ★ Each society is responsible for placing their bulk order by April 30 each year through LWML–Canada's data manager (details printed in magazine) who handles circulation for the magazine. All changes are to be made directly through the data manager.
- ★ A *Tapestry Partner* may be appointed to promote *Tapestry*. She may assume responsibility for distributing the magazine to members, encouraging its use individually and in the society. She may also encourage members to contribute articles and news according to the themes provided by the editor.
- ★ Themes for coming issues are printed in the magazine with the intent being to encourage people to contribute news, articles and other items based on those themes. Guidelines for writers, photographers and artists are available from the editor-in-chief.
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Called to Serve

Official Theme Hymn
Lutheran Women's Missionary League-Canada

Text: Mark Sallach
Tune: Mark Sallach

1. Sound-ing forth from heav-en's throne God calls out un - to His own,
2. Faith-ful to the Fa-ther's will Je - sus died on Cal- v'ry's hill,
3. To this world in dark- est night God has brought His Gos- pel light,
4. Gath-ered in the Sa-viour's name Lu-theran wom-en share this aim:

"Make dis- ci - ples as you go, That the world My love may know."
Rose a - gain that we might live, Gave us pow'r that we might give.
Call - ing us whom He has won To pro-claim what He has done.
Glad - ly serve the Christ, our Lord; Him we praise with one ac - cord.

Refrain

"Called to Serve" the Lord we love, Gift - ed from His hand a - bove,

"Called to Serve," Lord may we be Faith-ful ser - vants all for Thee.

©1995 Lutheran Women's Missionary League-Canada. Used with permission. Text and tune by Mark Sallach. This theme hymn is a gift from the composer to LWML-C, which gives permission for ongoing use. Always include the composer's name when using the hymn.

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This page and A-11 are available on CD from the LWML-Canada Resource Centre in Winnipeg.

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Lord Jesus, You Have Called Us

OFFICIAL THEME HYMN

Lutheran Women's Missionary League—Canada

Text: Joann R. Willie

Tune: Aurelia by Samuel Wesley

1. Lord Je - sus, You have called us to be Your ser - vants
2. You've called us out of dark - ness in - to Your mar - v'lous
3. Lord Je - sus, as you hum - bled Your - self and bore the
4. Grant us Your Ho - ly Spir - it; re - new us with Your
5. Dear Fa - ther, may we fear You and walk in all Your

true; Em - pow'r us by Your Spir - it to serve in all we
light. Once bound by sin and Sa - tan, we're set free by Your
cross, Move us to serve Your peo - ple through suff - ring, pain and
Word; Move us to spread Your Gos - pel to those who have not
Ways, Em - pow'r us, Ho - ly Spir - it, to use Your gifts in

do. Grant us Your grace and mer - cy, Your wis - dom from a -
might. Bap - tized in - to Your king - dom, our lives were cleansed from
loss; And when, through sin, we wan - der or fail Your law to
heard. Now clothed in ser - vants' gar - ments, robed in Your right - eous -
praise. Move us, dear King and Sav - ior; to serve with heart and

bove, That we may heed Your call - ing to serve in truth and love.
sin. Now as Your sons and daugh - ters, our heart know peace with - in.
keep, E - ter - nal, ten - der Shep - herd, re - call Your ran - somed sheep.
ness May we through lov - ing ser - vice Your ho - ly name con - fess.
soul, Grant stead - fast - ness and call us to reach our heav'n - ly goal.

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heard. Now clothed in ser - vants' gar - ments, robed in Your right - eous -
praise. Move us, dear King and Sav - ior; to serve with heart and

bove, That we may heed Your call - ing to serve in truth and love.
sin. Now as Your sons and daugh - ters, our heart know peace with - in.
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THE SOCIETY

The society is a vital link in the organizational chain of Lutheran Women's Missionary League–Canada. The entire League program — society, zone, district, and LWML–Canada — begins with the individual member.

The Individual Member and the Society

An individual member's involvement with LWML–Canada generally begins through the society. The society therefore should:

- ★ Help each member draw closer to the Lord
- ★ Encourage and equip women to use their God-given talents in sharing God's love
- ★ Offer opportunities for service within the congregation and for outreach in the community.

Membership

- ★ The unit of membership in LWML–Canada is a society within a congregation of Lutheran Church–Canada or The Lutheran Church–Missouri Synod in Canada (League bylaws 4.01 and 4.02).
- ★ Associate membership is available to those women unable to participate in society activities. Associate members may attend meetings and conventions on a non-voting basis. (League bylaws 4.01, 4.02, 4.03, 4.04, 4.05)

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Organization/Structure

Structure of LWMLC societies depends on the needs of the women involved. Therefore, a society may be:

- ★ A group formed especially for the purpose of sharing in the objectives of the league, participating in its program and engaging in mission service.
- ★ A special group existing under the Circle Plan (see page B-6). A Circle Plan unites the women of the church in one general society, with smaller special interest groups — circles — working separately, e.g.: missions, altar care, nursery, etc.

When two or more LWMLC groups exist within one congregation, they are considered a **single unit** for purposes of representation.

Program

It is expected that an LWMLC society, in addition to supporting the program of the congregation, will:

- ★ Promote the objects of the League — Christian growth, Christian mission, member development, communication and mission grants
- ★ Encourage use of the official LWML–Canada publication, *Tapestry*, as well as the district publication
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- ★ Make use of programs and resources available through the districts and the LWML–Canada Resource Centre.

Officers

To carry out a program effectively, most societies have a president, secretary, and treasurer who have specific assigned duties. Other officers, such as vice-presidents, program chairmen, or standing committees or chairmen, may be elected or appointed.

An executive committee (officers and committee chairmen) may serve to plan and evaluate the society program. Small societies that function with a planning committee in place of officers should appoint one person to act as the contact for district and national officers.

Program Implementation

To implement the LWML–Canada program, societies may focus on the following areas through chairmen, committees, or elected officers.

I. Member Development

The Member Development program enables women to recognize and use their God-given talents in His service. Member Development chairman/committee strives to:

- ★ Provide opportunity to develop leadership skills
- ★ Gain new members for the society
- ★ Attend zone or district member development meetings or workshops

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II. Christian Growth

A primary objective of the league is to nurture the spiritual growth of its members. A Christian Growth chairman/committee may assume responsibility for an ongoing program of spiritual growth within the society through such means as:

- ★ Bible-centred devotions or studies at each meeting; .i.e., topic studies in *Tapestry*
- ★ Bible study groups
- ★ Annual service of prayer, either in the congregation or together with neighbouring LWMLC groups
- ★ Use of spiritual growth materials available through the districts
- ★ Attendance at zone or district Christian Growth meetings or workshops.

III. Christian Mission

Empowered by the Word, women reach out to others in deeds of loving service. The Christian Mission chairman/committee

- ★ Encourages members to adopt service projects in the congregation, community, and beyond
- ★ Promotes mission service projects as suggested by the zone, district or LWML–Canada
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Most societies find it helpful to have a historian and a public relations person. Other committees and chairmen may be appointed or elected as necessary (i.e., nominating).

FINANCES

Lutheran Women’s Missionary League–Canada is supported by voluntary offerings, usually contributed through mite boxes available from zone or district.

Mite offerings are remitted monthly to the financial officer designated in district bylaws.

Each society may choose its own methods of raising funds for other purposes.

The Society and the Zone

The society relates directly to the zone. Through the zone the society receives information and programs of the district and LWML–Canada. Societies are therefore expected to:

- ★ Encourage all members to support zone activities with attendance and participation
- ★ Communicate with zone officers, notify them of changes in officers, addresses, etc., and reply to zone correspondence promptly
- ★ Relay to society members information received from the zone
- ★ Host zone activities when possible

Most societies find it helpful to have a historian and a public relations person. Other committees and chairmen may be appointed or elected as necessary (i.e., nominating).

FINANCES

Lutheran Women’s Missionary League–Canada is supported by voluntary offerings, usually contributed through mite boxes available from zone or district.

Mite offerings are remitted monthly to the financial officer designated in district bylaws.

Each society may choose its own methods of raising funds for other purposes.

The Society and the Zone

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- ★ Communicate with zone officers, notify them of changes in officers, addresses, etc., and reply to zone correspondence promptly
- ★ Relay to society members information received from the zone
- ★ Host zone activities when possible

The Society and the District

Through its delegate(s) to district conventions, the society has voice and vote in all decisions of the district convention. (League bylaws 5.03)

The District officers and personnel provide support to their zones, societies and individual members with the assistance of LWML–Canada.

The Society and LWML–Canada

The society has voice and vote at the LWML–Canada convention through a delegate(s) chosen from its respective zone. (League bylaws 6.03)

LWML–Canada officers and personnel support the districts and their societies and individual members through programs and resources.

Circle Plan

A circle plan in the LWMLC society allows for smaller groups to provide a broader and more effective program — yet all circles are united as one under the “umbrella group,” the LWMLC society. The circles may be service groups, interest groups, Bible study groups, or groups that meet at different times. The chairman of the circle and the meeting times are determined by the members in each circle but it is important to reinforce the allegiance of individuals to the larger group, LWMLC. When the LWMLC society has circles, the bylaws must reflect that type of structure.

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SAMPLE MEETING AGENDA

1. Call to order
2. Opening devotion (dedication of mite box offerings may be included in opening or closing devotion)
3. Program (may be presented at this point or after new business)
4. Roll call
5. Minutes of preceding meeting
6. Communications not requiring action
7. Treasurer's report
8. Reports of other officers
9. Reports of board of directors/executive committee, or standing committees
10. Reports of special committees
11. Unfinished business
12. New business, including elections and communications requiring action
13. Announcements
14. Adjournment
15. Closing devotion

Note:

Chairmen are encouraged to secure a copy of Robert's Rules of Order Newly Revised.

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ZONE

A zone is a group of societies in the same geographic area united to promote the objects of the Lutheran Women's Missionary League–Canada — Christian Growth, Christian Mission, Member Development, Communication and Mission Grants.

Purpose

Zones provide:

- ★ A link in the relationship of the society to the district and LWML–Canada
- ★ A forum for disseminating information regarding the league program
- ★ Opportunity for spiritual development and leadership training
- ★ Christian fellowship and mutual encouragement
- ★ Representation at LWML–Canada conventions

Structure

- ★ Assignment of member societies to zones (League bylaws 4.08)
- ★ Governance of zones (League bylaws 6.01)
- ★ Officers generally include a president, vice-president, secretary, and treasurer. Zones may also elect or appoint other officers and committees following the structure of LWML–Canada

Rallies and other Zones Meetings

- ★ At least one zone rally shall be held each year.

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Rallies and other Zones Meetings

- ★ At least one zone rally shall be held each year.

- ★ All members of affiliated societies are invited to attend. Non-members may be invited as guests.
- ★ Voting privileges are determined by zone bylaws (League bylaws 6.01).
- ★ Each member society has the privilege of hosting a rally or zone meeting.
- ★ Programs are planned and conducted by zone officers and host society or as directed by the district board.
- ★ Retreats and workshops may be arranged.

Responsibilities of Officers

President

- ★ Presides at zone rallies and meetings of zone executive board.
- ★ Presents information on league activities to rally audiences.
- ★ May invite district president, or her representative, to speak at rally.
- ★ Attends meeting of district board of directors. District policy determines method of handling expenses in connection with attendance at board meetings.

Vice-President(s)

- ★ Performs duties of president in the absence of the president and carries out other assigned duties.

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Secretary

- ★ Keeps minutes of zone rallies and meeting of zone officers.
- ★ Keeps current a mailing list of all organizations in the zone.
- ★ Sends notices of all zone meetings to member societies.
- ★ Furnishes district with names and addresses of all zone officers.
- ★ Attends to necessary correspondence.

Treasurer

- ★ Keeps a record of all receipts and disbursements.
- ★ Pays bills approved by zone president.
- ★ Reports at rallies.
- ★ Submits records annually for financial review.

Responsibilities of Executive Committee and/ or Board of Directors

- ★ Appoints committee chairmen according to bylaws or zone policy.
- ★ Appoints pastoral counsellor to serve in an advisory capacity.
- ★ Plans and coordinates rally program with host society.
- ★ Promotes and implements league program in the zone.

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Responsibilities of Committees

A committee chairman may be appointed by the zone executive or may be one of the elected officers. One or more persons may be appointed to serve on the committee with the chairman.

Member Development Committee

- ★ Encourages societies to use LWML–Canada Member Development materials.
- ★ Promotes and conducts training sessions for zone and society leaders.
- ★ Serves as liaison between district Member Development Committee and society.

Christian Growth Committee

- ★ Encourages societies to use program resources to stimulate spiritual development.
- ★ Assists in conducting Christian Growth workshops.
- ★ Serves as liaison between district Christian Growth committee and society.

Christian Mission Committee

- ★ Encourages societies to adopt service projects in the community and beyond.
- ★ Promotes mission service projects of the LWML–Canada district, LWML–Canada, and LCC.
- ★ Suggests zone service projects, such as ingatherings, at rallies (e.g., food banks, Canadian Lutheran World Relief, nursing homes, shelters, etc.)

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- ★ Serves as liaison between district Christian Mission Committee and society.

Archivist/Historian

- ★ Solicits, gathers and preserves records and other material of historical significance to the zone.
- ★ Forwards to district archivist/historian all items of lasting significance.

Public Relations Director

Each zone is encouraged to have a public relations director who keeps in contact with the society public relations directors.

Finances

- ★ Zones do not support mission grants other than those of the district and LWML–Canada.
- ★ A registration fee at rallies may be used to pay operating expenses.
- ★ Zones may use proceeds of rallies or other offerings for expenses of delegates to the LWML–Canada convention. District policies vary in financing delegate expense.

Delegates

- ★ Election of zone delegates to the LWML–Canada convention (league bylaws 7.03-6.04)

After a convention, the elected delegate(s) reports to member societies. The report should include:

- ★ Serves as liaison between district Christian Mission Committee and society.

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- ★ Election results and mission grants chosen
- ★ Financial goals for the coming triennium
- ★ information on new programs
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DISTRICT

The districts link zones and societies to LWML–Canada. Districts initiate programs and projects and implement those of LWML–Canada.

Membership

- ★ Establishment of district (League bylaws 4.09)
- ★ Composition of district (League bylaws 4.10)
- ★ Governance of district (League bylaws 5.01)

Conventions/Meetings

- ★ Districts hold conventions triennially
- ★ Societies send delegates to district conventions as specified in League bylaws 5.03
- ★ Districts may sponsor special meetings, such as workshops, retreats, and seminars

Officers and Committees

A president is elected and becomes a member of the General Council according to League bylaws 5.07. Other officers may include:

- ★ One or more vice-presidents
- ★ One or more financial officers
- ★ One or more secretaries
- ★ One of more pastoral counsellors, appointed to serve in an advisory capacity without privilege of vote

Districts also determine:

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- ★ Standing Committees, such as Member Development, Christian Growth, Christian Mission, Structure, Communication and Nominating
- ★ Special committees as required

Duties of officers and committees are detailed in district bylaws or a procedures manual and parallel those outlined in LWML–Canada bylaws.

The district designates the membership of the executive committee and board of directors and determines authority between conventions.

Officers authorized to handle district funds may be bonded.

District Committees/Chairmen

Committees consist of a chairman and at least two members chosen in accordance with district bylaws or policies.

Member Development

- ★ Serves as a link between society, zone, and LWML–Canada Member Development committee, sharing newsletters and special activities.
- ★ Encourages use of member development materials at rallies, retreats, district conventions, and in district publications.
- ★ Conducts workshops and training sessions for district and zone boards as requested and submits a complete report for the district convention manual.
- ★ Keeps up-to-date file of materials to pass on to successor.

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Bylaws (Structure)

- ★ Studies and reviews district bylaws to determine need for amendment or revision. District bylaws conform with objects and basic principles of Articles of Incorporation and Bylaws of LWML–Canada.
- ★ Submits proposed amendments to General Council and LWML–Canada Structure Committee chairman for approval.
- ★ Follows procedure outlined in district bylaws for submitting amendments to the district convention for approval.
- ★ Studies and reviews other guidelines, i.e., Procedures Manual, Policies and Standing Rules.
- ★ Maintains a Procedures Manual for the district.
- ★ Retains a file of LWML–Canada, district, zone, and society bylaws to pass on to successor.

Christian Growth

- ★ Serves as a link between society, zone, and LWML–Canada Christian Growth committee, sharing newsletters and special activities.
- ★ Forwards original programs developed within the district to LWML–Canada Vice President, Christian Growth.
- ★ Emphasizes and encourages in district, zone, and society use of spiritual resources such as Bible studies, *Tapestry*, and program materials.
- ★ Publicizes the annual service of prayer and encourages its use in zones and/or societies.
- ★ Plans and supervises district workshops,

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- ★ Plans and supervises district workshops,

retreats, and seminars, with approval of district.

- ★ Offers to assist in planning zone workshops.
- ★ Reports to the district executive committee and/or board of directors as requested and submits a complete report for the district convention manual.
- ★ Keeps up-to-date file of materials to pass on to her successor.

Christian Mission

- ★ Serves as a link between society, zone, and LWML–Canada Christian Mission committee, sharing newsletters and special activities.
- ★ Promotes mission service projects of district and LWML–Canada.
- ★ Is a resource for mission service opportunities and information and encourages societies to adopt projects in the community and beyond.
- ★ Offers to assist in planning zone workshops.
- ★ Researches and evaluates district mission grant proposals according to criteria.
- ★ Chooses mission grant proposals to be placed on convention ballot in accordance with district guidelines and with guidance from the synodical district mission executive.
- ★ Determines, with executive committee approval, the method of presenting mission grant proposals to the convention.
- ★ Notifies mission grant recipients immediately after convention. A letter is also sent to those whose mission grant proposals were not accepted.

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- ★ Sends list of adopted mission grants to LWML–Canada President and Vice President, Christian Mission as soon as possibly after convention.
- ★ Requests progress reports from adopted mission grants.
- ★ Reports to the district executive committee and/or board of directors as requested and submits a complete report for the district convention manual.
- ★ Keeps up-to-date file to pass on to successor.

Selection Process for Mission Grants

- ★ District mission grants are adopted by the voting body in convention.
- ★ Mission grant proposals may be submitted by individual members, societies, zones, districts, LCC districts and synodical boards.
- ★ Mission grant proposals should meet criteria for LWML–Canada mission grants (See page E-3).
- ★ District determines procedure for evaluating proposed mission grants and selecting mission grant proposals to be placed on the convention ballot.
- ★ District determines time period in which approved mission grants must be used. When changes occur in plans of an adopted mission grant, the district has the prerogative to reconsider the mission grant.

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- ★ All disbursements are approved by the district president.
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or through designated synodical channels.

- ★ If mission grant is under direction of a specific synodical district, the mission executive of the district is notified.
- ★ If mission grant is under synodical jurisdiction or if it involves a partner-church, the executive director of the LCC Board for Mission and Social Services is notified.

Communication

- ★ Serves as the link between society, zone, and LWML–Canada communication committee/public relations, sharing LWML–Canada news and events.
- ★ Sends news releases, both advance and follow-up stories, of LWML–Canada district conventions, retreats, and other events to all appropriate synodical and secular publications.
- ★ Arranges radio/television interviews and coverage if possible.
- ★ Plans and provides an LWML–Canada display for synodical district conventions, Lutheran Laymen’s League conventions, and other events.
- ★ Reports to the district executive committee and/or board of directors as requested and submits a complete report for the district convention manual.
- ★ Keeps up-to-date file of material to pass on to successor.

Note: A Public Relations Director may be appointed, if needed, to handle the external communication.

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Editor

- ★ Solicits and gathers stories and information for the district publication, including district news, progress of current mission grants, reports of officers and committees, and inspirational human interest stories.
- ★ Makes final selection on content for publication.
- ★ Edits (changes, corrects, improves, deletes) all copy. (If editing changes the meaning of anything which will appear under a byline, author's permission is secured).
- ★ Prepares publication for printing and distribution.
- ★ Reports to the district executive committee and/or board of directors as requested and submits complete report for the district convention manual.
- ★ Keeps up-to-date file of material to pass on to successor.

Archivist/Historian

- ★ Solicits, gathers and preserves records and other materials of historical significance to the LWML–Canada district.
- ★ Prepares a history of the activities of the LWML–Canada district during each triennium. One copy for district files and one copy to LWML–Canada Archivist/Historian. Included are:
 - newly elected officers, outgoing officers
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 - mission grants completed, with dollar amount
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 - statistics about membership, rallies, and

workshops, etc.

- special offerings and their distribution
- reports, news articles, etc. about special events within the district
- convention manual, minutes, newsletters

- ★ Provides with discretion articles for display.
- ★ Sends items with national significance to LWML–Canada Archivist/Historian.

LWML–Canada General Council

- ★ The district president is a member of LWML–Canada General Council.
- ★ The LWML–Canada General Council meets one or more times annually and also immediately prior to and following the LWML–Canada convention.
- ★ Expenses to attend official meetings of the General Council are paid by LWML–Canada.
- ★ If necessary, an elected member of the district executive committee may be authorized to represent the district president. The LWML–Canada President should be notified of any change in representation.
- ★ A report of the LWML–Canada General Council meeting is made to the district executive committee and/or board of directors.

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- ★ Expenses to attend official meetings of the General Council are paid by LWML–Canada.
- ★ If necessary, an elected member of the district executive committee may be authorized to represent the district president. The LWML–Canada President should be notified of any change in representation.
- ★ A report of the LWML–Canada General Council meeting is made to the district executive committee and/or board of directors.

Finances

- ★ Mite offerings from societies are received by the financial officer designated in district bylaws.
- ★ Districts submit 40 percent or more of the mite offerings to the LWML–Canada Financial Secretary. Districts retain 60 percent or less for district mission grants and other uses, according to district bylaws and policies.

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LWML–CANADA INC.

OBJECTIVES AND PROGRAMS

CHRISTIAN GROWTH

- ★ Bible studies (mainly of special interest to women.)
- ★ Annual service of prayer
- ★ Annual LWML–Canada Sunday service and related materials
- ★ Devotional materials
- ★ Review, and edit all new manuscripts
- ★ Maintain a file of resources available to members
- ★ Promote resources to be used by members

CHRISTIAN MISSION

- ★ Suggestions for individual and group service
- ★ Programs and resources for specific needs such as materials for society use on LWML–Canada Sunday
- ★ Special ingatherings at conventions
- ★ Mission Grant proposals for LWML–Canada consideration
- ★ Selection of mission grant proposals for convention ballot
- ★ Resources and information about current mission grants

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- ★ Mission Grant Proposal bank for districts

COMMUNICATION

- ★ Overall communication plan
- ★ Provide news and information to the League
- ★ Promote the work of the League within the League itself.
- ★ Promote the use of resource materials with the League.

MEMBER DEVELOPMENT

- ★ Leadership training
- ★ New member promotion
- ★ Resources for societies
- ★ Young Women's Program

Detailed Information on Mission Grants

A primary objective of LWML–Canada is to gather funds for mission grants either directly sponsored or approved by Lutheran Church–Canada.

Funding

- ★ Voluntary individual mite offerings fund the mission program including mission grants
- ★ The district retains 60 percent or less of the mite offerings received. 40 percent or more is sent to LWML–Canada
- ★ Major portions of these funds are allocated to district and LWML–Canada mission grants

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Selecting Mission Grants

- ★ A mission grant committee coordinates a mission grant selection meeting with Counsellors and a representative from the LCC mission department to review and evaluate proposals before they are placed on the ballot.
- ★ LWMLC members, through their elected delegates to district and LWML–Canada conventions, choose the mission grant proposals to be funded each triennium

Criteria

1. Mission grant proposals should:
 - ★ be “mission” in emphasis, extending the ministry of the Word
 - ★ fit into plans and projections of Lutheran Church–Canada
 - ★ be current and ready for implementation
2. Mission grant proposals situated in a synodical district should be approved by that district
3. Mission grant proposals involving a national or partner church should be approved by that body
4. Continued maintenance of the project funded by a mission grant must be assured

Submitting Mission Grant Proposals

LWML–Canada and district mission grant proposals may be submitted by individual members, societies, zones, districts, and synodical boards, according to the guidelines in the procedures manual.

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LWML-CANADA MISSION GRANTS

(listed by biennium/triennium)

1993 – 1995

- \$10,000 Children's educational material for Ukraine
- \$5,000 Assistance for Lutheran Church–Canada teachers, Inter-American School, Guatemala
- \$10,000 Catechisms for Ukraine

1995 – 1997

- \$3,000 Video Ministry to Canada's North
- \$10,000 Second Worker for Moncton, New Brunswick
- \$10,000 Outreach among the Chinese in Richmond, B.C.
- \$8,000 Scholarships for students in church work at Concordia College, Edmonton, Alta.
- \$2,000 Co-op program for Haitian workers in Montreal, Que.
- \$4,500 Education/Training for missionaries for Lutheran Bible Translators

1997 - 1999

- \$4,500 Lay worker for Native Ministry–Northwestern Ontario
- \$20,000 Mission Developer–Northwest Territories
- \$7,500 Lay worker–Korean Outreach Ministry, Toronto, Ont.

Two projects this biennium were cancelled:

- Concordia School, Port Gaudin, Haiti – \$13,000 – not ready to proceed with this project at this time;
- All Nations English Dictionary – \$3,500 – funding received from a different source (second one transferred to Korean Lay Worker to make it \$7,500).

1999 - 2001

- \$2,000 Vacation Bible School — two First Nations Reserves, Northwestern Ontario

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 \$3,000 Resources for immigrant African community outreach, Toronto, Ont.
 \$5,000 Expanding Mission Frontiers, Malabar, India
 \$7,000 Seminary student summer intern, urban missions, Toronto, Ont.
 \$11,000 Overseas mission field experience for seminary students and staff, Concordia Lutheran Seminary, Edmonton, Alta.

2001 – 2003

\$10,000 Seminar for Women of Lutheran Church–Canada
 \$20,000 The Rock Lutheran Inner City Ministry, DPS intern
 \$9,500 Bibles for Nicaragua
 \$4,000 Maritime vicarage for a seminary student with LCC Mission
 \$6,000 Ranchos Esuelas in three mission congregations, Nicaragua
 \$500 B.C. Mission Boat Outreach

2003 - 2006

\$4,000 Bibles for Ukraine
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 \$10,000 Lutherans for Life
 \$20,000 Mission Opportunity grant for use in the three Districts of Lutheran Church–Canada
 \$1,000 Two Thai Evangelists in Thailand
 \$5,000 Children’s Ministry among New Immigrants
 \$5,000 ESL Bible Fellowships for Canadian Newcomers
 \$12,500 Development of a distance learning course on the Lutheran Confessions
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\$5,000 Deaf Ministry Conference
\$1,250 Visiting professors teaching stewardship to pastors in Thailand and Nicaragua (Because this project received only half the requested funding, stewardship was taught only in Nicaragua.
\$1,250 Startup ministry among the Chinese in Toronto (half of the requested funding)

2006 - 2009

\$10,000 Sewing Centre, Nicaragua
\$10,000 Missionary to Costa Rica
\$4,000 Maternity Ward Equipment, Tanzania Lutheran Hospital
\$10,000 Missionary Support, Thailand
\$30,000 Interim Mission Opportunity Fund (Overseas & within Canada)
\$10,000 Shipping costs for Medical Missions
\$10,000 Missionary to Matagalpa, Nicaragua
\$5,000 Mission Centre, Nicaragua (equipment)
\$5,000 Van, Krasnoperekopsk, Ukraine
\$6,000 Assisted Funding for PAT Program (Pastors with Alternate Training)

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STRUCTURE OF LWML–CANADA, INC.

General Council

Executive Committee

District Presidents

Executive Committee

President

Recording Secretary

Vice-president, Member Development

Financial Secretary

Vice-president, Christian Growth

Treasurer

Vice-president, Christian Mission

Vice-president, Communication

***Standing Committees**

Member Development

Christian Growth

Christian Mission

Communication

***Special Committees**

Structure

Nominating

Convention Site

Finance

Resolutions

***Advisory Members**

Archivist/Historian

Data Manager

Parliamentarian

Public Relations Director

Counsellors

President is ex-officio member of all departments and committees except nominating committee.

*Non-voting

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DISTRICTS AND ZONES

Alberta-British Columbia District

1	Vancouver Island Zone	7	Peace River Zone
2	Vancouver Zone	8	Evergreen Zone
3	Fraser Valley Zone	9	Concordia Zone
4	Cariboo Zone	10	Parkland Zone
5	Okanagan Zone	11	South Alberta Zone
6	Kootenay Zone		

Manitoba and Saskatchewan District

12	Nor'Western Zone	16	Capital Zone
13	Northland Zone	17	Parkland Zone
14	Assiniboine Zone	18	Wheatland Zone
15	Southwest Zone	19	Winnitoba Zone

Ontario Sonset District

20	Patricia Zone	21	Thunder Bay Zone
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Laurentian District

22	Rockhaven Zone	24	Capital Zone
23	Valley Zone		

Ontario District

25	Hanover Zone	29	London Zone
26	Toronto Zone	30	Windsor Zone
27	Mitchell Zone	31	Niagara Zone
28	Waterloo Zone		

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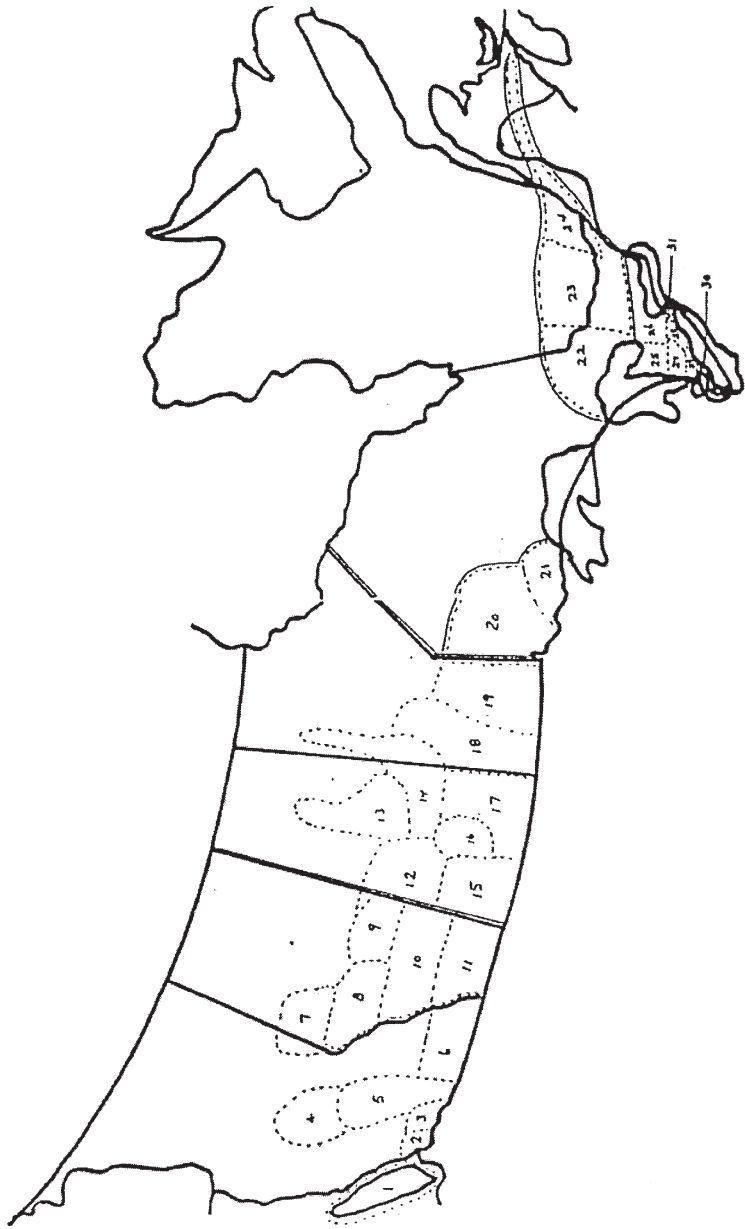
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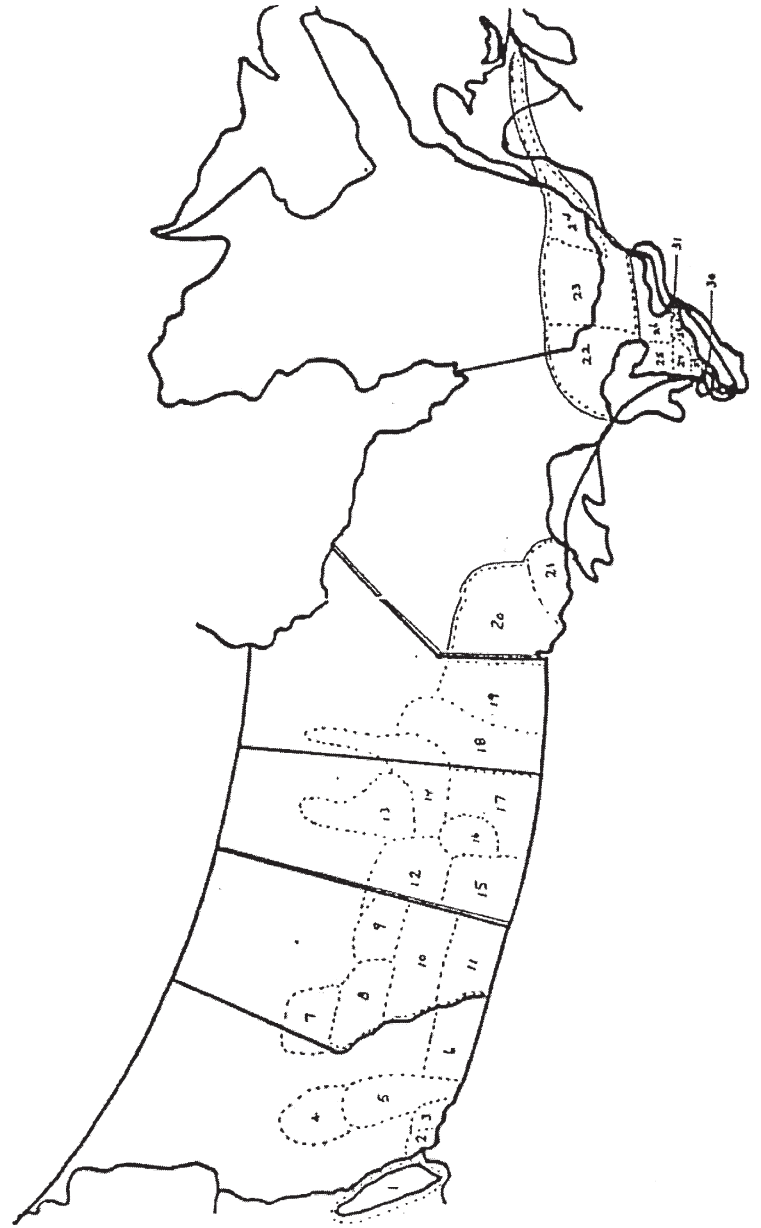
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E-9



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**LUTHERAN WOMEN'S MISSIONARY
LEAGUE – CANADA INC.
BY-LAW NO. 1/2009**

Being a By-Law to amend By-Law No. 1/95 of Lutheran Women's Missionary League–Canada Inc.

BE IT ENACTED as a By-Law of Lutheran Women's Missionary League–Canada Inc. that By-Law No. 1/95 be amended as follows:

Contents

ARTICLE	TITLE
One	Interpretation
Two	Undertaking and Business of the League
Three	Investments
Four	Membership, Zones and Districts
Five	District Conventions, Society Delegates, and District Presidents
Six	Zone Meetings and Zone Delegates
Seven	Convention
Eight	General Council
Nine	Elected Officers
Ten	Executive
Eleven	Committees, Departments, and Advisors
Twelve	Protection of Councillors, Officers and Others
Thirteen	Notices
Fourteen	Dissolution
Fifteen	Amendment
Schedule A	Lists of Districts and Zones

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**BE IT ENACTED as a By-law of the League
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Article One

INTERPRETATION

Definitions. – In the By-laws of the League, unless the context otherwise requires:

”Act” means The Corporations Act (Manitoba), and any statute that may be substituted therefor, as from time to time amended;

”Articles” means the articles of the League as from time to time amended or reinstated;

”By-laws” means this By-law;

”Church” means the Lutheran Church–Canada or The Lutheran Church–Missouri Synod within Canada;

”Convention” means the meeting of Delegates held on a triennium basis;

”Councillor” means an individual who is elected or appointed to the General Council of the League;

”Counsellor” means a pastor who is appointed to serve the League in an advisory capacity;

”District” means one of the five geographic areas of Canada established as a district pursuant to Article Four of these By-laws;

”District Officer” means a current or past officer of a district or of the women’s organization of which the League is a successor;

”District President” means an individual who is a current presiding president of a district described in Schedule “A”;

”Executive Member” means an individual who is elected as a member of the Executive;

”General Council” means those individuals elected or appointed as Councillors pursuant to this By-law which shall represent members at annual meetings of the League and which shall manage the business and affairs of the League as provided in this By-law;

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“League” means the corporation incorporated under the Act and named Lutheran Women’s Missionary League–Canada Inc.;

“Meeting of General Council” includes an annual meeting of Councillors which shall be an annual meeting of the League, and any other special meeting of Councillors;

“Non-business day” means Saturday, Sunday and any other day that is a holiday as defined in The Interpretation Act (Manitoba);

“Recorded address” means in the case of a member society, that member society’s address as recorded in the members’ register; and in the case of a representative, Delegate, director, officer, auditor or member of a committee of the board, that individual’s latest address as recorded in the records of the League;

“Signing Officer” means, in relation to any instrument, any person authorized to sign the same on behalf of the League by Article 2:05 of these By-laws or by a resolution passed pursuant thereto;

“*Tapestry*” means the official publication or magazine of the League;

“Zone” means a zone established pursuant to Article Four of these By-laws, comprising those member societies assigned to that zone from time to time in accordance with these By-laws;

“Zone Delegate” means an individual elected at a zone meeting to attend a Convention

Save as aforesaid, words and expressions defined in the Act have the same meanings when used herein; and words importing the singular number include the plural and vice versa; words importing gender include the masculine, feminine and neuter genders; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

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Article Two
UNDERTAKING AND BUSINESS
OF THE LEAGUE

2.1 **Undertaking of the League.** The League shall restrict its undertaking as set out in the articles. The articles restrict the undertaking of the League to the following:

- a) developing and maintaining a mission consciousness amongst the women of the Church by education, inspiration, and encouragement to adopt service projects;
- b) raising funds for missionary grants directly sponsored or approved by the Church.

The profits or other accretions to the League shall be used in furthering its undertaking. The General Council may take such steps as they may deem requisite to enable the League to receive donations and benefits for the purpose of furthering its undertaking.

2.2 **Registered Office.** Until changed in accordance with the Act, the registered office of the League shall be at the City of Winnipeg in the Province of Manitoba and at such location therein as the General Council may from time to time determine.

2.3 **Corporate Seal.** Until changed by the General Council the corporate seal of the League shall be in the form impressed in the margin hereof.

2.4 **Fiscal Year.** Until changed by the General Council, the fiscal year of the League shall end on the last day of March in each year.

2.5 **Execution of Instruments.** Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the League by the

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President and the Secretary together, or by one of them together with a Vice-President or the Treasurer. In addition, the General Council may from time to time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing officer may affix the corporate seal to any instrument requiring the same.

2.6 Financial Arrangements. The financial business of the League shall be transacted with such banks, credit unions, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the General Council. Such financial business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the General Council may from time to time prescribe or authorize.

2.7 Official Publication. The official publication of the League shall be called "*Tapestry*." It shall be published by the Editorial Staff Committee. The purpose of *Tapestry* shall be:

- a) to promote the objects of the League;
- b) to inform the membership of the activities of officers and committee
- c) to provide topics for study and discussion

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Article Three
INVESTMENTS

3.1 **Investments.** Monies in the possession of the League not immediately needed for disbursement or advancement shall be invested in Canada Savings Bonds, Bonds of or guaranteed by the Government of Canada, a Province of Canada, or Savings, Term or Investment Certificates of any Chartered Bank or of any Trust Company to the extent same are insured by the Canada Deposit Insurance Corporation.

3.2 **Monies held in Trust.** Every investment of monies given to the League in trust, under circumstances which require the League to invest same as capital money, shall be limited to those classes of securities authorized for investment of trust money by trustees under The Trustee Act (Manitoba).

3.3 **Safe Keeping of Securities.** All securities owned by, or belonging to, the League, shall be lodged in the name of the League with a Chartered Bank or a Trust Company, or in safety deposit box or, if so authorized by resolution of the Executive with such other depositories, or in such other manner as may be determined from time to time by the Executive.

Article Four
MEMBERSHIP, ZONES AND DISTRICTS MEMBERSHIP

- 4.1 **Members.**
- a) A woman who is a communicant member of the Church is eligible for membership in a society or as an associate member.

Article Three
INVESTMENTS

3.1 **Investments.** Monies in the possession of the League not immediately needed for disbursement or advancement shall be invested in Canada Savings Bonds, Bonds of or guaranteed by the Government of Canada, a Province of Canada, or Savings, Term or Investment Certificates of any Chartered Bank or of any Trust Company to the extent same are insured by the Canada Deposit Insurance Corporation.

3.2 **Monies held in Trust.** Every investment of monies given to the League in trust, under circumstances which require the League to invest same as capital money, shall be limited to those classes of securities authorized for investment of trust money by trustees under The Trustee Act (Manitoba).

3.3 **Safe Keeping of Securities.** All securities owned by, or belonging to, the League, shall be lodged in the name of the League with a Chartered Bank or a Trust Company, or in safety deposit box or, if so authorized by resolution of the Executive with such other depositories, or in such other manner as may be determined from time to time by the Executive.

Article Four
MEMBERSHIP, ZONES AND DISTRICTS MEMBERSHIP

- 4.1 **Members.**
- a) A woman who is a communicant member of the Church is eligible for membership in a society or as an associate member.

- b) Women's organizations within congregations of the Church, on campus, in resident homes, or in other settings shall be eligible for membership as societies.
- c) One (1) or more societies affiliated with the League from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit.
- d) Associate membership is available to a woman in the Church without a society affiliated with the League. Associate membership is not considered a society or unit, nor does it confer voting privileges at the League level.
- e) Requests for recognition of membership shall be processed by the LWML–Canada district in which the society or an associate member resides.

4.2. Approval of General Council. An applicant society or an associate member shall become a member of the League upon passage of a resolution by the General Council approving such an application.

4.3 Contributions by Member Societies. Each member society shall be expected to remit monthly to the League the voluntary mite offerings received by it from its members. Associate members shall be expected to remit voluntary mite offerings to the League through their respective district treasurer.

4.4 Termination of Membership. The interest of a member society or an Associate member in the League is not transferable and lapses and ceases to exist when the society ceases to be a member by resignation or otherwise in accordance with these By-laws. Any member society may resign from membership upon notice in writing to the Recording Secretary.

- b) Women's organizations within congregations of the Church, on campus, in resident homes, or in other settings shall be eligible for membership as societies.
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4.5 Cancellation or Suspension of Membership. The General Council may cancel or suspend the membership of a member society or an Associate member by resolution for cause, or where the General Council is of the opinion that such cancellation or suspension is in the best interests of the League. Such member society shall receive at least seven (7) days notice of the meeting of the General Council at which such resolution is to be considered, together with a statement of the grounds upon which the membership of the member society is proposed to be terminated, and such member society shall be entitled to appear by an agent or counsel, to make submissions at the meeting.

ZONES

4.6 Establishment of Zones. The geographic area of Canada shall be divided into thirty-one (31) zones namely:

- | | |
|--------------------------|----------------------|
| 1. Vancouver Island Zone | 17. Parkland Zone |
| 2. Vancouver Zone | 18. Wheatland Zone |
| 3. Fraser Valley Zone | 19. Winnitoba Zone |
| 4. Cariboo Zone | 20. Patricia Zone |
| 5. Okanagan Zone | 21. Thunder Bay Zone |
| 6. Kootenay Zone | 22. Rockhaven Zone |
| 7. Peace River Zone | 23. Valley Zone |
| 8. Evergreen Zone | 24. Capital Zone |
| 9. Concordia Zone | 25. Hanover Zone |
| 10. Parkland Zone | 26. Toronto Zone |
| 11. South Alberta Zone | 27. Mitchell Zone |
| 12. NorWestern Zone | 28. Waterloo Zone |
| 13. Northland Zone | 29. London Zone |
| 14. Assiniboine Zone | 30. Windsor Zone |
| 15. Southwest Zone | 31. Niagara Zone |
| 16. Capital Zone | |

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4.7 **Assignment of Member Societies to Zones.** Each member society shall be assigned to a zone by the General Council. Societies may be added to a zone or removed from a zone by resolution of the General Council.

DISTRICTS

4.8 **Establishment of Districts.** There shall be five (5) districts, the names and geographic boundaries of which are set out in Schedule "A."

4.9 **Composition of Districts.** Each district shall be composed of the zones set out underneath the name of that district on Schedule "A."

Article Five

DISTRICT CONVENTIONS, SOCIETY DELEGATES, AND DISTRICT PRESIDENTS

5.1 **Governance of Districts.** Each district shall establish itself and shall operate pursuant to a By-law which has been approved by the General Council.

5.2 **District Conventions.** In the year following the year in which a Convention is held, the District President of each district shall cause a meeting to be called in that district (a "district convention"). The time, location, and manner of giving notice of a district convention shall be determined by such District President.

5.3 **Society Delegates.** Each member society shall hold a meeting of the members of that society at least ninety (90)

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5.3 **Society Delegates.** Each member society shall hold a meeting of the members of that society at least ninety (90)

days prior to any district convention, and the members of that member society shall elect from among their number one Society Delegate. A member society with more than twenty members may elect from among their number one (1) additional Society Delegate for every twenty (20) members (or major faction thereof) in excess of twenty (20) members.

5.4 Alternate Society Delegates. At the meeting of a member society held to elect a Society Delegate, that member society shall also elect Alternate Society Delegate. The number of Alternate Society Delegates shall be equal to the number of Society Delegates elected by that member society (Article 5.3).

5.5 Notification of Society Delegates and Alternate Society Delegates. Each member society shall advise the Recording Secretary of the name and address of the Society Delegate(s) and the Alternate Society Delegate(s) elected by that member society.

5.6 Society Delegates to Attend District Convention. Each Society Delegate shall be entitled to attend and vote at the district convention following the election of that Society Delegate. In the event a Society Delegate of a member society is unable to attend all or part of a district convention which that Society Delegate is entitled to attend and vote at, the Alternate Society Delegate of that member society who received the highest number of votes upon election may attend and vote at such district convention in the place and stead of that Society Delegate. In the event more than one (1) Society Delegate of a member society are unable to attend all or part of a district convention in which such Society Delegates are entitled to attend and vote at, the Alternate Society Delegates of that member society who received the next highest number of votes upon election may attend and vote at such district convention in the place and stead of such Society Delegates. The chairman of the district convention may permit

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other members of a member society to attend and to speak at such district convention.

5.7 **Election of District President.** At each district convention held in each district, the Society Delegates in attendance at such district convention shall elect from among their numbers a District President. Each District President shall, upon appointment or election, be a Councillor for a term of office to expire when that individual's successor is elected.

Article Six ZONES

6.1 **Governance of Zones.** Each zone shall establish itself and shall operate pursuant to a By-law which has been approved by the General Council.

6.2 **Zone meetings.** At least ninety (90) days prior to any Convention, the District President of each district shall cause a meeting to be called in each zone (a "zone meeting") in that district. The time, location, and manner of giving notice of each such zone meeting shall be determined by the District President. Any individual who is a member of a member society (a "qualified individual") may attend and vote at a zone meeting.

6.3 **Election of Zone Delegates.** At each zone meeting called for the purpose of electing Zone Delegates the qualified individuals in attendance shall elect from among their number a Zone Delegate or Zone Delegates. A zone comprising more than ten (10) member societies may elect from such qualified

other members of a member society to attend and to speak at such district convention.

5.7 **Election of District President.** At each district convention held in each district, the Society Delegates in attendance at such district convention shall elect from among their numbers a District President. Each District President shall, upon appointment or election, be a Councillor for a term of office to expire when that individual's successor is elected.

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6.3 **Election of Zone Delegates.** At each zone meeting called for the purpose of electing Zone Delegates the qualified individuals in attendance shall elect from among their number a Zone Delegate or Zone Delegates. A zone comprising more than ten (10) member societies may elect from such qualified

individuals one (1) additional Zone Delegate for each additional ten member societies (or major fraction thereof) comprising that zone.

6.4 Election of Alternate Zone Delegates. The qualified individuals in attendance at any zone meeting called for the purpose of electing Zone Delegates shall also elect from among their number a number of Alternate Zone Delegates equal to the number of Zone Delegates elected by that meeting.

6.5 Notification of Zone Delegates and Alternate Zone Delegates. The secretary of the zone meeting shall provide the Recording Secretary with a list of those Zone Delegates and Alternate Zone Delegates elected at the zone meeting.

6.6 Zone Delegates to Attend Convention. Each Zone Delegate shall be entitled to attend and vote at the Convention held following the election of that Zone Delegate. In the event a Zone Delegate from a zone is unable to attend all or part of a Convention which that Zone Delegate is entitled to attend and vote at, the Alternate Zone Delegate from that zone who received the highest number of votes upon election may attend and vote at such Convention in the place and stead of the Zone Delegate. In the event more than one (1) Zone Delegate from a zone is unable to attend all or part of a Convention in which the Zone Delegates are entitled to attend and vote at, the Alternate Zone Delegates from that zone who received the next highest number of votes upon election may attend and vote at such Convention in the place and stead of such Zone Delegate.

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Article Seven
CONVENTION

7.1 **Conventions.** Commencing in 2003, and in every third year thereafter the General Council (or failing the General Council, the Executive), shall cause a Convention to be called. The time and date of the Convention shall be determined by the Executive. The location of the Convention shall be determined by the Executive after considering the report and recommendation of the Convention Site Committee.

7.2 **Notice of Convention.**

- a) Particulars of the time and location of each Convention shall be published in the Spring issue of *Tapestry*.
- b) Convention business requiring a vote will be published in a convention business bulletin made available to all societies by April 01 of the Convention year.

7.3 **Voting Attendees.** In addition to those Zone Delegates and Alternate Zone Delegates entitled to attend and vote at a Convention, District Presidents and Elected Officers may attend and vote on all resolutions considered at a Convention (the "Voters").

7.4 **Non-Voting Attendees.** Each member of a member society, each associate member, and each Advisor appointed under Article 11.15 may attend a Convention.

7.5 **Quorum.** A quorum for the transaction of business at any Convention shall be thirty (30) Voters.

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7.5 **Quorum.** A quorum for the transaction of business at any Convention shall be thirty (30) Voters.

7.6 **Annual Report.** The President shall present to the Convention an Annual Report and the financial statements of the League for each fiscal period ending since the last Convention.

7.7 **Budget.** The President shall present to each Convention a budget for the current and next succeeding fiscal period of the League for concurrence or suggestions for modification.

7.8 **Election of General Council.** The Voters at each Convention shall select eight (8) individuals to be members of the General Council, one (1) to hold each of the following offices of the League (the "Elected Offices"):

- President
- Vice-President, Member Development
- Vice-President, Christian Growth
- Vice-President, Christian Mission
- Vice-President, Communication
- Recording Secretary
- Financial Secretary
- Treasurer

7.9 **Qualification of Nominees.** To be selected as a Member of the General Council by a Convention and to be nominated as an Elected Officer, the nominee must be a member of a member society and have served as a district officer, zone president, chairman of a district committee or member of a League committee. The nominee for President must also have served as an Elected Officer or as a District President or as a President of a woman's organization of which the League is a successor or of a similar organization to the League established under the Church.

7.10 **Nomination of Candidates.** The Nominating Committee shall present to the Voters a report which includes at least one (1) nominee for each of the Elected Offices of the League. Additional

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7.10 **Nomination of Candidates.** The Nominating Committee shall present to the Voters a report which includes at least one (1) nominee for each of the Elected Offices of the League. Additional

nominees for any Elected Office may be added by the Voters in attendance. Such additional nominees must have signified in writing accepting the nomination and such acceptance shall be handled by the Chairman of the Nominating Committee at the time the nomination is made. Nominations shall be closed by a motion passed by the majority of those Voters present. If only one (1) nominee is nominated, the President shall declare such individual selected to such Elected Office. If a ballot is required, the ballot shall be prepared by the Nominating Committee. A Tellers Committee of three (3) people, who are not nominees, shall be appointed by the President and approved by the Voters for the purpose of counting such ballot and reporting the results to the Convention. In the case of a dispute over the procedure to be followed in conducting a ballot, the President shall determine the procedure to be followed.

7.11 **Majority to Govern.** A majority of the ballots cast shall be required to select an individual as the candidate for each Elected Office. In the event there are three (3) or more candidates for an Elected Office, and a majority vote has not been reached after two (2) ballots, the candidate with the fewest number of votes on the last ballot shall have her name removed from the next ballot. In the case of a tie between or among candidates, their names shall remain on the next ballot.

7.12 **Voting.** A resolution put to a vote shall be decided by a show of hands, unless a ballot is demanded and where a ballot is demanded, it shall be taken in the manner as the President directs. Each Voter shall have one (1) vote on a question to be decided at any Convention. No individual shall vote by proxy. The President shall have the right to vote on all questions. In the event of a tie the motion shall be declared lost, provided that if the President refrained from initially voting on a question, she may cast a vote to break such tie.

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- 7.13 **Resolutions and Notice.** Except as provided in Article 7.17
- a) Each resolution, notice of which has been given to the General Council by January 30 of a Convention year and supplied with the Summer issue of Tapestry, may be passed by a simple majority of Voters present and voting on such resolution.
 - b) A resolution which was not included in the notice may not be considered by the Convention unless its consideration has been approved by a resolution of the General Council to permit the presentation of such late resolution to the Convention.
 - c) Any such resolution of General Council must be passed by two-thirds (2/3) of the members of the General Council present and entitled to vote on such resolution.
 - d) Such resolution approved by the General Council may be passed by a simple majority of the Voters present and voting on such resolution.
- Such resolution shall be printed and distributed to the Voters assembly at the Convention.

7.14 **Mission Grants.** The Christian Mission Committee shall report to the Convention and may present proposals for grants for consideration by the Convention, and present proposals for Mission Opportunity Fund grants for consideration by the General Council.

7.15 **The Convention Liaison Committee** shall, prior to each Convention make a recommendation to the Executive for the location of the next Convention. The recommendation should be based upon a rotation of convention sites through the Districts.

7.16 **Recommendations of General Council.** A Convention may make such recommendations to the General Council and give such guidance to the General Council as it deems appropriate.

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7.17 **Amendment to By-laws.** Any resolution to approve any amendment to this By-law shall require the affirmative vote of at least two-thirds (2/3) of those Voters present and voting on such resolution; provided that if no notice was given of a resolution intended to approve an amendment to this By-law, such resolution may only be voted upon with the unanimous approval of the Voters present and voting on a resolution to waive such notice, and such resolution intended to approve an amendment to this By-law shall then require the affirmative vote of at least seventy-five percent (75%) of those Voters present and voting on the resolution to approve such amendment.

7.18 **Rules of Procedure.** Robert's Rules of Order, Newly Revised, shall govern the proceedings of a Convention except where inconsistent with these By-laws, standing rules, guidelines, or Christian principles.

Article Eight
GENERAL COUNCIL

8.1 **Size.** Until changed in accordance with the articles, the General Council shall consist of thirteen (13) Councillors.

8.2 **Establishment of General Council.** The General Council shall consist of the Elected Officers and the District Presidents. The Advisors appointed under Article 11.15 shall be entitled to notice of all meetings of the General Council, and may attend and speak during such meetings at the invitation of the President, but shall not be entitled to vote on any resolution considered by the General Council.

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8.3 **Qualification.** No individual shall be qualified to be a Councillor if that individual is less than eighteen (18) years of age; if that individual is of unsound mind and has been so found by a court in Canada; or if that individual has the status of a bankrupt; or if that individual is an employee of the League or has contracted directly or indirectly, to provide services to the League; or if that individual is not a resident of Canada.

8.4 **Quorum.** The quorum for the transaction of business at any meeting of the General Council shall consist of a majority of the Councillors entitled to attend at such meeting.

8.5 **Vacation of Office.** A Councillor ceases to hold office when that Councillor dies; that Councillor is removed from office by the General Council under Article 9.2; that Councillor is absent from two (2) consecutive meetings of the General Council unless that Councillor's absence is due to illness or other emergency which prevented that Councillor from attending or unless such absence is excused or consented to by the General Council; that Councillor ceases to be qualified for election as a Councillor; or that Councillor's written resignation is sent or delivered to the General Council or, if a time is specified in such resignation, at the time so specified, whichever is later.

8.6 **Vacancies.** Subject to the Act, in the event of a vacancy in the office of a District President, the Executive shall forthwith call a special meeting of the General Council to fill the vacancy. If the Executive fails to call such a meeting, then any three (3) Elected Officers may call the meeting. An individual elected to fill the vacancy in the office of a District President shall serve the balance of the term of the District President whose cessation of office caused the vacancy.

8.7 **Action by the General Council.** The General Council shall manage the business and affairs of the League. Subject to

8.3 **Qualification.** No individual shall be qualified to be a Councillor if that individual is less than eighteen (18) years of age; if that individual is of unsound mind and has been so found by a court in Canada; or if that individual has the status of a bankrupt; or if that individual is an employee of the League or has contracted directly or indirectly, to provide services to the League; or if that individual is not a resident of Canada.

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Article 8.8, the powers of the General Council may be exercised by resolution passed at a meeting at which a quorum is present or by resolution in writing signed by all the Councillors entitled to vote on that resolution at a meeting of the General Council. Where there is a vacancy in the General Council, the remaining Councillors may exercise all the powers of the General Council so long as a quorum remains in office.

8.8 Meetings by Telephone. If all the Councillors consent, a Councillor may participate in a meeting of the General Council or of a committee of the General Council by means of such telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a Councillor participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the General Council and of committees of the General Council held while a Councillor holds office.

8.9 Place of Meetings. Meetings of the General Council may be held at any place in Canada.

8.10 Calling of Meetings. Meetings of the General Council shall be held from time to time and at such place as the President, the Executive, or any five (5) Councillors may determine.

8.11 Notice of Meetings. Notice of the time and place of each meeting of the General Council shall be given in the manner provided in Article 13.1 not less than twenty-one (21) nor more than fifty (50) days before the date of the meeting to each Councillor. Notice of a meeting of Councillors called for any purpose other than consideration of the financial statements and auditor's report, election of officers and reappointment of the incumbent auditor shall state the nature of such business

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in sufficient detail to permit the Councillor to form a reasoned judgment thereon and shall state the text of any special resolution to be submitted to the meeting. A Councillor may in any manner waive notice of or otherwise consent to a meeting of Councillors.

8.12 First Meeting of General Council Following

Convention. Provided a quorum of Councillors is present, the General Council may without notice hold a meeting immediately following a Convention.

8.13 Adjourned Meeting. Notice of an adjourned meeting of the General Council to be held within forty-eight (48) hours from the time the original meeting is adjourned is not required if the time and place of the adjourned meeting is announced at the original meeting.

8.14 Meetings. The General Council shall meet at least once every twelve (12) months.

The first meeting of the General Council following the conclusion of a fiscal year of the League shall be considered the annual meeting of the League for the purpose of considering the financial statements and reports required by the Act to be placed before an annual meeting, appointing auditors, and for the transaction of such other business as may properly be brought before the meeting. Notice of any annual meeting of the League shall be given to the auditor.

Any meeting of the General Council shall be held at such time, and, subject to Article 8.9, at such place as the General Council, or the President, the Executive, or any five (5) Councillors may determine.

8.15 Chairman. The chairman of any meeting of the General Council shall be the President, or in the absence of the President,

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8.15 Chairman. The chairman of any meeting of the General Council shall be the President, or in the absence of the President,

a Vice-President who is chosen by the Councillors present to be chairman. If no such officer is present the Councillors present shall choose one (1) of their number to be chairman.

8.16 **Votes to Govern.** At all meetings of the General Council every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes the chairman of the meetings shall not be entitled to a second or casting vote.

8.17 **Conflict of Interest.** A Councillor who is a party to, or who is a director or officer of or who has a material interest in any person who is a party to, a material contract or proposed material contract with the League shall disclose the nature and extent of that individual's interest at the time and in the manner provided by the Act. Any such contract or proposed contract shall be referred to the General Council for approval even if such contract is one that in the ordinary course of the League's business would not require approval by the General Council, and a Councillor interested in a contract so referred to the General Council shall not vote on any resolution to approve the same except as provided by the Act.

8.18 **Reimbursement for Expenses.** The Councillors and Advisors shall not be paid remuneration for their services. The Councillors and Advisors may, by resolution of the General Council, be reimbursed for travelling and other expenses properly incurred by them in attending meetings of the General Council or any committee thereof.

8.19 **Reporting.** The General Council shall submit or cause to be submitted to the Convention a report as to the affairs of the League. In addition, it shall be the responsibility of each District President to keep the district which elected such District President informed as to the affairs of the League and to encourage interest, discussion and support on the part of the districts throughout the

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year by presenting periodic reports to the districts as to the affairs of the League and the condition of its business.

8.20 **Rules of Order.** In the case of a question or dispute over procedure to be followed in the conducting of a vote or carrying on the business of a meeting, *Robert's Rules of Order, Newly Revised*, shall be followed except where inconsistent with this By-law.

Article Nine
ELECTED OFFICERS

9.1 **Election.** At the first meeting of the General Council held after each Convention, the General Council shall elect those individuals who have been selected by the Convention to hold the Elected Office for which such individual has been selected ("Elected Officers").

Each term of office of an Elected Officer shall be three (3) years commencing at the first meeting of the General Council following such individual's selection and election and terminating at the first meeting of the General Council after the next Convention. Any Elected Officer shall be eligible for re-election to the same office for a second consecutive three (3) year term.

9.2 **Removal of Elected Officer.** Subject to the provisions of the Act, the General Council may by ordinary resolution passed at a special meeting of the General Council called for the purpose of considering same, remove any Elected Officer from office and the vacancy created by such removal may be filled at the same meeting.

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9.3 **Vacation of Office.** An Elected Officer ceases to hold office at the conclusion of that individual's term of office as an Elected Officer; when the Elected Officer dies; when the Elected Officer is removed from office by the General Council; when the Elected Officer is absent from two (2) consecutive meetings of the General Council unless the Elected Officer's absence is due to illness or other emergency which prevented the Elected Officer from attending or unless such absence is excused or consented to by the General Council; or when the Elected Officer's written resignation is sent or delivered to the League, or if a time is specified in such resignation, at the time so specified, whichever is later.

9.4 **Vacancies.** Subject to the Act, in the event of a vacancy in an Elected Office, the Executive shall forthwith call a special meeting of the General Council to fill the vacancy. If the Executive fails to call such a meeting, then any three (3) Elected Officers may call the meeting. An individual elected to fill a vacancy in an Elected Office shall serve the balance of the term of the Elected Officer whose cessation of office caused the vacancy.

9.5 **President.** The President shall:

- a) preside at Conventions of the League and at all meetings of the General Council and the Executive;
- b) recommend to the Executive individuals to be appointed to standing committees and as Advisors;
- c) be responsible for inviting to Executive and/or General Council meetings other individuals as deemed necessary;
- d) receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of cheques;
- e) be an ex officio member of all committees except the Nominating Committee;

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- e) be an ex officio member of all committees except the Nominating Committee;

- f) give direction to:
 - Public Relations Director
 - Finance Committee
 - Structure Committee
 - Resolutions Committee
 - Convention Liaison Committee
 - Data Manager
 - Archivist/Historian
 - Parliamentarian
 - Counsellors
- g) be responsible for the execution of resolutions passed by the Convention, General Council and Executive;
- h) report to the General Council;
- i) report to the Convention including activities of the General Council.

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- i) report to the Convention including activities of the General Council.

9.6 **Vice-President, Member Development.** The Vice-President, Member Development may:

- a) perform the duties of the office of the President in the absence or at the request of the President; and shall:
- b) in the event of an emergency or unexpected vacancy in the office of the President fill the temporary vacancy until an election is held by the General Council;
- c) serve as Chairman for the Member Development Committee;
- d) report to the General Council;
- e) report to the Convention including committee activities.

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- c) serve as Chairman for the Member Development Committee;
- d) report to the General Council;
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9.7 **Vice-President, Christian Growth.** The Vice-President, Christian Growth may:

- a) perform the duties of the office of the President at the request of the President; and shall:

9.7 **Vice-President, Christian Growth.** The Vice-President, Christian Growth may:

- a) perform the duties of the office of the President at the request of the President; and shall:

- b) be authorized to sign cheques for the Treasurer in an emergency;
- c) serve as chairman for the Christian Growth Committee;
- d) report to the General Council;
- e) report to the Convention including committee activities.

9.8 **Vice-President, Christian Mission.** The Vice-President, Christian Mission may:

- a) perform the duties of the office of the President at the request of the President; and shall:
- b) serve as Chairman of the Christian Mission Committee;
- c) report to the General Council;
- d) report to the Convention including committee activities.

9.9 **Vice-President, Communication.** The Vice-President, Communication may:

- a) perform the duties of the office of the President at the request of the President; and shall:
- b) be responsible for overseeing all internal communication for the League;
- c) serve as chairman of the Communication Committee;
- d) report to the General Council;
- e) report to the Convention including committee activities.

- 9.10 **Recording Secretary.** The Recording Secretary shall:
- a) record the Convention proceedings and provide copies of such recording to Zone Delegates and to the members of the General Council;
 - b) record minutes of the meetings of the General

- b) be authorized to sign cheques for the Treasurer in an emergency;
- c) serve as chairman for the Christian Growth Committee;
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- c) record minutes of meetings of the Executive and provide copies of such minutes to each Elected Officer;
 - d) receive credentials of Delegates prior to the Convention;
 - e) compile the Convention Manual;
 - f) report to the General Council;
 - g) report to the Convention.

- 9.11 **Financial Secretary.** The Financial Secretary shall:
- a) receive all monies and deposit them in a bank approved by the Executive;
 - b) transfer monies received to the Treasurer;
 - c) send monthly revenue statements to the Treasurer;
 - d) compute assessment of Zone Delegate travel expense to the Convention;
 - e) assist the Treasurer with the preparation of the work program;
 - f) be a member of the Finance Committee;
 - g) report to the General Council;
 - h) report to the Convention.

- 9.12 **Treasurer.** The Treasurer shall:
- a) receive funds from the Financial Secretary and deposit them in a bank or banks approved by the Executive;
 - b) keep an itemized account of all receipts and disbursements;
 - c) make authorized payments for expenses and for adopted mission grants;
 - d) send monthly financial statements to each member of the Executive;
 - e) be Chairman of the Finance Committee;

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 - d) send monthly financial statements to each member of the Executive;
 - e) be Chairman of the Finance Committee;

- f) be responsible for the preparation of the mission program, with the assistance of the Financial Secretary;
- g) administer the Gift Fund;
- h) submit records for professional audit at the close of each fiscal year and with the change of Elected Officers;
- i) report to the General Council;
- j) report to the Convention.

9.13 **Appointed Officers.** The Executive may appoint other officers. Any such appointed officers will not be a member of the Executive or of the General Council. The powers and duties of all appointed officers shall be such as the terms of their engagement call for or as the Executive may specify. Any of the powers and duties of an Elected Officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Executive otherwise directs.

9.14 **Conflict of Interest.** An officer shall disclose that officer's interest in any material contract or proposed material contract with the League in accordance with Article 8.17.

9.15 **Agents and Attorneys.** The Executive shall have the power from time to time to appoint agents or attorneys for the League with such powers of management or otherwise including the power to subdelegate as may be thought fit.

9.16 **Fidelity Bonds.** The Executive may require such officers and agents of the League as the Executive deems advisable to furnish bonds for the faithful discharge of their powers and duties, in such form and with such surety as the Executive may from time to time determine.

- f) be responsible for the preparation of the mission program, with the assistance of the Financial Secretary;
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Article Ten
EXECUTIVE

10.1 **Executive.** The eight (8) Elected Officers of the League shall be the Executive Members.

10.2 **Quorum.** A quorum for the transaction of business at any meeting of the Executive shall be five (5) Elected Officers.

10.3 **Action by the Executive.** The Executive shall, between meetings of the General Council, manage the business and affairs of the League. The powers of the Executive may be exercised by resolution passed at a meeting at which a quorum is present or by resolution in writing signed by all the Executive Members entitled to vote on that resolution at a meeting of the Executive. Where there is a vacancy in an Elected Office, the remaining Elected Officers may exercise all the powers of the Executive so long as a quorum remains in office.

10.4 **Meetings by Telephone.** If all the Elected Officers consent, an Elected Officer may participate in a meeting of the Executive or of a committee of the Executive by means of such telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and an Elected Officer participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Executive and of committees of the Executive held while an Elected Officer holds office.

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10.5 **Place of Meetings.** Meetings of the Executive may be held at any place in Canada.

10.6 **Calling of Meetings.** Meetings of the Executive shall be held from time to time and at such place as the Executive, the President, or any two (2) Elected Officers may determine.

10.7 **Notice of Meetings.** Notice of the time and place of each meeting of the Executive shall be given in the manner provided in Article 13.1 to each Elected Officer not less than forty-eight (48) hours before the time when the meeting is to be held. A notice of a meeting of the Executive need not specify the purpose of or the business to be transacted at the meeting except where the Act requires such purpose or business to be specified.

10.8 **First Meeting of New Executive.** Provided a quorum of Elected Officers is present, each newly formed Executive may without notice hold its first meeting immediately following the meeting of the General Council at which such Elected Officers are elected.

10.9 **Adjourned Meeting.** Notice of an adjourned meeting of the Executive to be held within forty-eight (48) hours from the time the original meeting is adjourned is not required if the time and place of the adjourned meeting is announced at the original meeting.

10.10 **Regular Meetings.** The Executive shall meet at least once every six (6) months. The Executive may appoint a day or days in any month or months for regular meetings of the Executive at a place and hour to be named. A copy of any resolution of the Executive fixing the place and time of such regular meetings shall be sent to each Elected Officer forthwith after being passed, but no other notice shall be required for any such regular meeting except where the Act requires the purpose thereof or the business to be transacted thereat to be specified.

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10.7 **Notice of Meetings.** Notice of the time and place of each meeting of the Executive shall be given in the manner provided in Article 13.1 to each Elected Officer not less than forty-eight (48) hours before the time when the meeting is to be held. A notice of a meeting of the Executive need not specify the purpose of or the business to be transacted at the meeting except where the Act requires such purpose or business to be specified.

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10.9 **Adjourned Meeting.** Notice of an adjourned meeting of the Executive to be held within forty-eight (48) hours from the time the original meeting is adjourned is not required if the time and place of the adjourned meeting is announced at the original meeting.

10.10 **Regular Meetings.** The Executive shall meet at least once every six (6) months. The Executive may appoint a day or days in any month or months for regular meetings of the Executive at a place and hour to be named. A copy of any resolution of the Executive fixing the place and time of such regular meetings shall be sent to each Elected Officer forthwith after being passed, but no other notice shall be required for any such regular meeting except where the Act requires the purpose thereof or the business to be transacted thereat to be specified.

10.11 **Chairman.** The chairman of any meeting of the Executive shall be the President, or in her absence a Vice-President who is chosen by the Elected Officers present.

10.12 **Votes to Govern.** At all meetings of the Executive every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes the chairman of the meeting shall not be entitled to a second or casting vote.

10.13 **Reimbursement for Expenses.** The Elected Officers shall not be paid remuneration for their services. The Elected Officers may, by resolution of the Executive, be reimbursed for travelling and other expenses properly incurred by them in attending meetings of the Executive or any committee thereof.

10.14 **Report.** The Executive shall submit to each meeting of the General Council a report on all actions taken by the Executive since the previous meeting of the General Council.

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Article Eleven

COMMITTEES AND ADVISORS

11.1 **Standing Committees.** The following standing committees are created:

- Member Development Committee
- Christian Growth Committee
- Christian Mission Committee
- Communication Committee

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- Member Development Committee
- Christian Growth Committee
- Christian Mission Committee
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11.2 **Special Committees.** The following special committees shall be established by the Executive;

- Structure Committee;
- Nominating Committee;
- Convention Liaison Committee;
- Finance Committee;
- Resolutions Committee

The above committees with the exception of the Nominating Committee will be accountable to the President.

11.3 **Chairman and Members of Committees, Inter-Committee Meetings**

- a) The respective Vice-Presidents shall be Chairman for each standing committee and the Executive shall appoint members to serve on each standing committee by September 30th after each Convention.
- b) The Executive shall appoint a Chairman, with the exception of the Chairman of the Nominating Committee (see 11.9), and members to serve on each special committee by September 30th after each Convention. All committee members shall serve for a term of three (3) years or until their successors are appointed or they are removed by the Executive, and shall be eligible for reappointment to a second three (3) year term. The President shall be, ex officio, a member of each committee with the exception of the Nominating Committee.
- c) The Executive may from time to time appoint such other committees as it may deem advisable, but the functions of any such other committees shall be advisory only.
- d) At least one inter-committee meeting may be held during a triennium.

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- 11.4 **The Member Development Committee**, consisting of five (5) members including the Chairman, shall
- a) use, adapt or develop resources to enable women to empower and mentor others;
 - b) research and provide models for different organizational structures within the League;
 - c) co-ordinate seminars as directed by the League;
 - d) develop training for leaders;
 - e) develop training for officers;
 - f) encourage and train women of LCC in the use of God given gifts and talents;
 - g) advise and encourage women of LCC of creative and new opportunities for Christian service in the Church, the community and the world;
 - h) encourage members to pray for officers and leaders on all levels of the League.

- 11.5 **The Christian Growth Committee**, consisting of five (5) members including the Chairman, shall
- a) develop Bible Studies, Devotions and Devotional Skits for women of LCC;
 - b) develop women's issue-related studies;
 - c) develop informal worship materials;
 - d) review submitted materials;
 - e) develop and provide training in skills for writing Christian material;
 - f) develop training in leading Bible studies;
 - g) encourage development of women's prayer life.

- 11.6 **The Christian Mission Committee**, consisting of five (5) members including the Chairman, shall
- a) administer Mission grant and Mission Opportunity Fund process;
 - b) provide information about ongoing and completed grants to members and Convention;

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- c) develop Christian material related to Mission;
- d) develop program ideas and materials to grow mission-minded children and teens;
- e) provide education in recognizing and acting on personal mission opportunities;
- f) encourage prayer and other support for missionaries;
- g) compile list of mission speakers and provide information to other levels of the League.

11.7 **The Communication Committee** consisting of five (5) members including the Chairman, shall

- a) develop an overall communication plan;
- b) promote communication between all levels of the League;
- c) co-ordinate display/resource packet for League events;
- d) co-ordinate and provide internal content for the website;
- e) co-ordinate and provide internal content of *Tapestry*;
- f) provide training in communication.
- g) administer the Resource Centre.

11.8 **The Structure Committee**, consisting of three (3) or more members, shall

- a) study the By-laws of the League;
- b) submit to a Convention proposed amendments to the General By-laws of the League for a resolution of approval;
- c) receive and examine District By-laws and amendments and approve those not in conflict with the By-laws of the League;
- d) be responsible for keeping the League Handbook, policy and procedure manual current;
- e) have its chairman report to each regular meeting of the General Council and the Convention.

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11.9 **A Nominating Committee**, consisting of not less than three (3) and not more than five (5) members shall be appointed by the Executive by September 30th after each Convention. The members of the Nominating Committee shall meet at a time and place designated by the President and shall elect from among their number a chairman.

The Nominating Committee shall

- a) prepare a report for the next Convention which report shall nominate at least one (1) eligible candidate who has consented in writing to such nomination for each Elected Office;
- b) cause such report to be published in *Tapestry* prior to such Convention;
- c) have the Chairman report to the General Council as requested;
- d) be responsible for all matters in connection with any further nominations and preparation of any required ballots;

The Tellers Committee (see 7.10) shall be responsible for the distribution, collection, and counting of ballots, and report the results to the Convention.

At the conclusion of each Convention, the current Nominating Committee shall be dissolved.

11.10 **The Convention Liaison Committee**, consisting of two (2) or more members shall:

- a) evaluate the facilities and personnel of the district invitation to host a Convention (as per rotation basis);
- b) make recommendations to the Executive;
- c) report to the Convention;
- d) review and update the Convention Planning Guide

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11.11 **The Finance Committee**, consisting of the Treasurer as chairman, the Financial Secretary and one member appointed by the Executive shall assist with the financial planning of the League.

11.12 **The Resolutions Committee** shall consist of one of the District Presidents as chairman and two (2) members who shall:

- a) receive and review overtures;
- b) recommend acceptance or decline of overtures;
- c) prepare resolutions to submit to Convention;
- d) arrange for publication of resolutions;
- e) submit accepted resolutions pertaining to bylaws to the Structure Committee
- f) report directly to the President.

11.13 **Transaction of Committee Business.** A meeting of a Committee may be called by the chairman of the committee with the approval of the Executive. The powers of any committee of the League may be exercised by a meeting of that Committee at which a quorum is present. Committee meetings may be held at any place in Canada.

11.14 **Procedure.** Unless otherwise determined by the General Council, each committee shall have the power to fix its quorum at not less than a majority of its members and to regulate its procedure.

11.15 **Advisors.** The Executive shall appoint individuals to serve as Advisors in the following offices:

- Archivist/Historian
- Data Manager
- Parliamentarian
- Public Relations Director
- Counsellors

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- Counsellors

Each appointment shall be for a term of three (3) years or until the individual's successor is appointed. Each term shall commence at the first meeting of the Executive following the approval of such appointment. Each appointee shall be eligible for reappointment.

The Advisors with the exception of the Chairman of the Nominating Committee will report directly to the President.

- 11.16 **Archivist/Historian.** The Archivist / Historian shall
- a) write a history of the activities of the League during each triennium;
 - b) gather and preserve records and other materials of historical significance to the League;

11.17 **The Data Manager.** The Data Manager shall perform duties as defined by the President and the Editor-in-Chief of *Tapestry*.

11.18 **Parliamentarian.** The Parliamentarian shall serve as an advisor on parliamentary procedure to the League at the request of the President.

- 11.19 **Public Relations Director.** The Public Relations Director shall be responsible for
- a) all external communication for the League;
 - b) publication of *Tapestry*;
 - c) production and marketing of all LWML–Canada materials and products.

11.20 **Counsellors.** The Executive shall appoint two (2) Counsellors to serve for a term of three (3) years. Each Counsellor must be a pastor (active or emeritus) on the roster of the Church and must be approved by the President of LCC. A Counsellor shall be eligible for reappointment. Counsellors shall serve the League in an advisory capacity. Counsellors

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shall be entitled to receive notice of and, upon the invitation of the President, to attend meetings of the General Council, of the Executive, and the Convention.

11.21 **Variation of Powers and Duties.** The General Council may from time to time and subject to the provision of the Act, vary, add to or limit the powers and duties of any Advisor.

Article Twelve

PROTECTION OF COUNCILLORS, OFFICERS AND OTHERS

12.1 **Limitation of Liability.** Every Councillor, Executive Member and Officer of the League in exercising her powers and discharging her duties shall act honestly and in good faith with a view to the best interests of the League and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, no Councillor, Executive Member or officer shall be liable for the acts, receipts, neglects or defaults of any other Councillor, Executive Member or officer or employee, or for any loss, damage or expense happening to the League through the insufficiency or deficiency of title to any property acquired for or on behalf of the League or for the insufficiency or deficiency of any security in or upon which any of the moneys of the League shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the League shall be deposited, or for any loss occasioned by any error of judgement or oversight on her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of her office or in relation thereto; provided that nothing herein shall relieve any

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Councillor, Executive Member or officer from the duty to act in accordance with the Act and the regulations thereunder or from liability for any breach thereof.

12.2 **Indemnity.** Subject to the limitations contained in the Act, the League shall indemnify a Councillor, Executive Member or officer, a former Councillor, Executive Member or officer, or a person who acts or acted at the League's request as a director or officer of a body corporate of which the League is or was a member, and her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by her in respect of any civil, criminal or administrative action or proceeding to which she is made a party by reason of being or having been a Councillor, Executive Member or Officer of the League or a director or officer of such body corporate, if

- a) that individual acted honestly and in good faith with a view to the best interests of the League; and
- b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that individual had reasonable grounds for believing that her conduct was lawful.

The League shall also indemnify such person in such other circumstances as the Act permits or requires.

12.3 **Insurance.** The League may purchase and maintain insurance for the benefit of any person referred to in Article 12.2 against such liabilities and in such amounts as the General Council may from time to time determine and are permitted by the Act.

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Article Thirteen

NOTICE

13.1 **Method of Giving Notices.** Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the regulations thereunder, the articles, the By-laws or otherwise to a Councillor, Executive Member, officer, auditor or member of a committee of the League shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to her recorded address or if mailed to her at her recorded address by prepaid ordinary or air mail or if sent to her at her recorded address by any means of prepaid transmitted or recorded communication. A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid, a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of a Counsellor, Executive Member, officer, auditor or member of a committee of the League in accordance with any information believed by her to be reliable.

13.2 **Computation of Time.** In computing the date when notice must be given under any provision requiring a specified number of days notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

13.3 **Undelivered Notices.** If any notice given to an Executive Member pursuant to Article 13.01 is returned on three (3)

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13.3 **Undelivered Notices.** If any notice given to an Executive Member pursuant to Article 13.01 is returned on three (3)

consecutive occasions because she cannot be found, the League shall not be required to give any further notices to such individual until she informs the League in writing of her new address.

13.4 **Omissions and Errors.** The accidental omission to give any notice to a Councillor, Executive Member, officer, auditor or member of a committee of the League or the non-receipt of any notice by any such person or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

13.5 **Waiver of Notice.** A Councillor, Executive Member, officer, auditor or member of a committee of the League may at any time waive any notice, or waive or abridge the time for any notice, required to be given to her under any provision of the Act, the regulations thereunder, the articles, the By-laws or otherwise and such waiver or abridgement shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgement shall be in writing except a waiver of notice of a meeting of the Executive or of the General Council which may be given in any manner.

Article Fourteen

DISSOLUTION

14.1 **Dissolution.** Upon the dissolution or winding up of the League, all remaining property, after payment of all debts and liabilities of the League, shall be distributed as provided in its Articles.

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Article Fifteen
AMENDMENT

15.1 **Amendment, Repeal and Replacement.** This By-law may be amended, repealed and replaced by a resolution of the General Council passed by the affirmative vote of the Councillors present at such vote and otherwise in accordance with the Act.

15.2 **Prior Convention Approval.** No resolution under Article 15.1 shall be voted upon by the General Council unless it has first been approved by a resolution passed in accordance with Article 4.17 by the Voters at a Convention.

This By-Law shall come into force at the conclusion of the meeting of the General Council at which it is passed at the conclusion of the Convention held in 2009.

APPROVED by the affirmative vote of at least two-thirds (2/3rds) of those Voters present and voting at a Convention held on the 10th day of July 2009, at which notice of such resolution was provided to delegates.

PASSED by the affirmative vote of the Councillors present at a meeting of the General Council held on the 12th day of July, 2009.

AS WITNESS the seal of the League this 12th day of July, 2009

Lutheran Women's Missionary League-Canada, Inc.

President

Recording Secretary

Article Fifteen
AMENDMENT

15.1 **Amendment, Repeal and Replacement.** This By-law may be amended, repealed and replaced by a resolution of the General Council passed by the affirmative vote of the Councillors present at such vote and otherwise in accordance with the Act.

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Schedule "A"
LISTS OF DISTRICTS AND ZONES

Alberta – British Columbia District

Shall encompass the Provinces of Alberta and British Columbia and shall include the following zones:

Vancouver Island Zone	Peace River Zone
Vancouver Zone	Evergreen Zone
Fraser Valley Zone	Concordia Zone
Cariboo Zone	Parkland Zone
Okanagan Zone	South Alberta Zone
Kootenay Zone	

Manitoba and Saskatchewan District

Shall encompass the Provinces of Manitoba and Saskatchewan and shall include the following zones:

NorWestern Zone	Capital Zone
Northland Zone	Parkland Zone
Assiniboine Zone	Wheatland Zone
Southwest Zone	Winnitoba Zone

Ontario Sonset District

Shall encompass that portion of the Province of Ontario west of a north south line drawn 20 miles east of the most eastern boundary of the City of Sault Ste. Marie and shall include the following zones;

Patricia Zone	Thunder Bay Zone
---------------	------------------

Ontario District

Shall encompass the southern portion of the Province of Ontario and shall include the following zones:

Hanover Zone	London Zone
Toronto Zone	Windsor Zone
Mitchell Zone	Niagara Zone
Waterloo Zone	

Laurentian District

Shall encompass the Ottawa Valley, North Eastern Ontario, and the Provinces of Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and shall include the following zones:

Rockhaven zone	Valley Zone
Capital Zone	

Schedule "A"
LISTS OF DISTRICTS AND ZONES

Alberta – British Columbia District

Shall encompass the Provinces of Alberta and British Columbia and shall include the following zones:

Vancouver Island Zone	Peace River Zone
Vancouver Zone	Evergreen Zone
Fraser Valley Zone	Concordia Zone
Cariboo Zone	Parkland Zone
Okanagan Zone	South Alberta Zone
Kootenay Zone	

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PARLIAMENTARY PROCEDURE

Parliamentary procedure is designed to help, never to hinder. It is designed to

- Expedite business
- Maintain order
- Ensure justice and equality
- Help accomplish the purpose for which the organization is founded

It is based on the following fundamental principles:

- Courtesy to all
- Justice to all
- One thing at a time
- The rule of the majority
- The rights of the minority
- Partiality to none

Underneath all these lies the Golden Rule.

The power of any meeting lies with the voting members, not with the president. She can preside only over business presented by the members. Thus, it is just as important that the members have some knowledge of parliamentary procedure as it is for the presiding officer.

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HOW ACTION IS TAKEN

Motions are listed in order of their precedence, with the highest ranking at the top. After a motion has been stated by the Chair, higher ranking motions (but not lower ranking motions) are in order.

A MAIN MOTION brings business before the assembly.

A SUBSIDIARY MOTION assists the assembly in treating or disposing of a Main Motion and sometimes of other motions.

A PRIVILEGED MOTION deals with special matters of immediate importance. It does not relate to the pending business.

AN INCIDENTAL MOTION is related to the parliamentary situation in such a way that it must be decided before business can proceed.

A – May be amended

D – is debatable

M– Requires a majority vote

R – The vote on this motion may be reconsidered

S – Requires a second

+ – Usually no vote is taken. The Chair decides

***** – See ROBERT’S RULES OF ORDER NEWLY REVISED for specific rule

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RANKING MOTIONS

PRIVILEGED MOTIONS

To fix the time to adjourn	S	A	M	R
To adjourn	S		M	
To take recess	S	A	M	
Question of privilege			*	
Call for orders of the day			*	

SUBSIDIARY MOTIONS

To lay on the table	S		M		
Previous question (to close debate)	S		2/3	R	
To limit or extend limits of debate	S	A	2/3	R	
To postpone to a certain time	S	D	A	M	R
To commit or to recommit	S	D	A	M	R
To amend	S	D	A*	M	R
To postpone indefinitely	S	D	M	R*	

MAIN MOTION	S	D	A	M	R
-------------	---	---	---	---	---

NON-RANKING MOTIONS

INCIDENTAL MOTIONS

To appeal	S	D*	M*	R
To call for a division of the assembly				
To close nominations or to close the polls	S	A	2/3	
To make a parliamentary inquiry			+	
To object to consideration of the question			2/3	*
To raise a point of order		*	+	
To withdraw a motion after it has been stated by the Chair			M	

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

To reconsider	S	D*	M		
To rescind	S	D	A	*	*
To take from the table	S	M			

RANKING MOTIONS

PRIVILEGED MOTIONS

To fix the time to adjourn	S	A	M	R
To adjourn	S		M	
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Call for orders of the day			*	

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PARLIAMENTARY TERMS

Ex Officio

Means “by virtue of office.” When the president is made ex officio a member of the committees, she has all the rights of other members of the committees, including the right to vote. She is not counted in the quorum. She should never be a member of the nominating committee.

Quorum

The number of persons who must be present in order to transact business. If the by-laws are silent on the subject, then a quorum is a majority of the entire membership.

Point of Order

Calls attention to infractions of the rules of the assembly and may be used to correct a member as well as the Chair. May be made by rising and addressing the Chair; may interrupt speaker who has floor. Motion needs no second and no vote.

Votes

Majority

More than half of the votes **cast**, not more than half of the members present since some may choose not to vote.

Two-Thirds

$\frac{2}{3}$ of the votes **cast**. Used with motions only and should be a rising vote.

Plurality

More than any other candidate or proposition when three or more choices are offered. Used only in elections.

General Consensus

A short cut in voting. Used on motions on which there seems to be general agreement. If there is an objection, the Chair must put the motion to a regular vote.

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PARLIAMENTARY POINTERS FOR THE CHAIRMAN

1. All motions should be restated clearly after being made and seconded – “It has been moved and seconded that...”
2. If a motion requires a second, be sure one is received. If no second is received a motion cannot be considered.
3. Entertain only **one** main motion at a time.
4. Ask a member to state the motion **before** launching into a long discussion.
5. Until all have a chance to speak once to a motion, do not permit anyone to speak twice.
6. When voting publicly, vote only when the vote will change the result. You may decline to do so, in which case the motion is lost. When voting by ballot, vote when the assembly votes.

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1. Be recognized by the Chair before speaking.
2. Whenever possible, try to state the idea in the form of a motion.
3. Say **I move** rather than **I make a motion**.
4. Making or seconding a motion does not necessarily mean you are in favor of it. This can be the means of getting an item of business on the floor for discussion.
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ELECTION PROCEDURES

NOMINATIONS

A nominating committee elected or appointed in accordance with the bylaws usually prepares a slate of nominees.

Following the report of the nominating committee, the Chair should ask for nominations from the floor.

If there are no further nominations from the floor, a motion to close nominations may be made, seconded, and carried by a two-thirds vote, or the chair may declare nominations closed.

Members serving on the nominating committee may be nominated for an office.

A voting member of the nominating committee has the privilege of making nominations from the floor in the same manner as any other member of the assembly.

VOTING

1. The nominating committee prepares ballots for the election, with names listed in alphabetical order.
2. The Chair—not the nominating committee—conducts the election.
3. When there is only one nominee for each office and the by-laws do not require a ballot, the Chair can take a voice vote or declare the nominees elected, thus effecting the election by general assent or acclamation; or a motion to this effect may be made by a member. Motion requires a second; majority

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vote. Note: If the bylaws require the election be by ballot, it must be taken in that manner even if there is only one candidate per office.

4. The tellers committee distributes and collects the ballots and tallies the vote. Three scrutineers who are not nominees shall be appointed by the Chair and approved by the voters for the purpose of ascertaining and declaring the results of such ballots.
5. Chairman of the tellers committee should be aware of the number eligible to vote. If the number of ballots cast exceeds the number eligible to vote, this fact should be reported to the Chair immediately.
6. A majority of votes cast is required for election to office. Ignore blank ballots.
7. Chairman of tellers committee reports on the results of the election as outlined on the following page, but **does not declare** who is elected.

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REPORT OF ELECTION OF OFFICERS

Date _____

Office _____

Number of votes cast _____

Necessary for election _____

(candidate) received _____

(candidate) received _____

of people entitled to vote _____

Illegal votes (if any) _____

Signed by Tellers for Election of Office

DECLARATION OF ELECTION

1. The Chair re-reads the report and declares who is elected.
2. If no candidate has received a majority of the votes cast, it will be necessary to continue balloting until there is an election.

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INSTALLATION SERVICE

Meditation “I will be with thee”

In the name of the Father and of the Son and of the Holy Spirit, Amen.

Today, as you assume the responsibilities and privileges of leadership in the Lutheran Women’s Missionary League–Canada, there is a text of Scripture which is applicable. When God revealed Himself to Moses in the desert, the Lord said, “Put off your shoes from your feet, for the place on which you are standing is holy ground.” (Exodus 3:11)

God was calling Moses to a role of leadership. But Moses was offering excuses. Moses felt unworthy. “Who am I that I should go to Pharaoh and bring the sons of Israel out of Egypt?” (Exodus 3:11)

The Lord promised, “but I will be with you...” (Ex. 3:12)

Moses feared he would not have the confidence of the people, that he was incapable as a leader. He said, “I am not eloquent...I am slow of speech.” (Exodus 4:12)

Dear friends, the place on which you stand is holy ground. You stand before the Lord. You will be serving Him. He is sending you to be a leader among His people. His promises are as valid to you today as they were to Moses. He will always be with you. He will teach you what you shall do, if you seek His guidance.

Dedicate all that you are in loyal, loving, obedient service to Him who loved us and gave Himself for us.

(This meditation may precede either of the following installation services, if desired.)

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INSTALLATION OF OFFICERS (1)

Installing Pastor or Officer:

In the name of the Father and of the Son and of the Holy Spirit.

You have been called into the service of our Lord through the Lutheran Women's Missionary League–Canada. The women of this organization have honoured you by placing their trust and confidence in your abilities as Christian leaders. You, in turn, will honour our Lord by performing your duties to the best of your ability. In all our tasks we look to God for guidance in His Word.

“Let each of you look not only to his own interests but also to the interests of others.”

“May you be strengthened with all power according to His glorious might for all endurance and patience with joy.”

“Put on love, which binds everything together in perfect harmony.”

In the presence of God and of your fellow members, do you, (name) as president, (name) as vice president, (name) as secretary, (etc.) accept the office to which you have been elected, and will you faithfully fulfill the required duties, as God gives you grace, strength and wisdom, to the glory of Christ our Lord, and in service to the LWML–Canada? If so, answer, “Yes, with the help of God.”

Response: Yes, with the help of God.

Installant (to membership):

Dear sisters in Christ, having heard God's Word and the promise of your officers, do you intend to encourage, help and respect your elected leaders? Do you intend to

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Dear sisters in Christ, having heard God's Word and the promise of your officers, do you intend to encourage, help and respect your elected leaders? Do you intend to

rededicate yourselves to being living members of this organization? If so, then answer, "We do."

Members: We do.

Installant: May God bless you, elected officers and members, with His Holy Spirit, that you may prove faithful stewards of Christ our Lord. Let us pray:

Gracious God, grant us, Your servants, every spiritual gift necessary to complete our tasks in harmony with Your plans for us and for this organization. Lead us to discover our greatest potential as well as our limitations. Help us accept the humanity of one another. Most of all, instill in all of us daily dependence on You, our loving Father. Amen.

The God of peace make you perfect in every good work to do His will, working in you that which is well-pleasing in His sight; through Jesus Christ, to whom be glory forever and ever. Amen.

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INSTALLATION OF OFFICERS (2)

Leader (to elected officers):

Dear sisters in Christ Jesus, you have come forward to assume the duties of your respective offices. I now ask you, are you aware of the responsibilities of your office, and are you willing to pledge yourselves to the task? If so, then answer, "Yes, with the help of God."

Elected Officers: Yes, with the help of God.

Leader (to members):

Dear sisters in Christ, having heard God's Word and the promises of your officers, do you intend to encourage, help and respect your elected leaders? Will you offer them your love, cooperation, and assistance and promise to pray for them? As one body, knit together. will you pledge yourselves to carry forward the goals of (society, zone, district) in whatever way the Lord asks of you? Then answer, "We will."

Members: We will.

Leader:

Lord Jesus, our Leader and Head, You have called us to be members of Your body, the Church. We thank You for knitting us together in this one body. Together we rededicate ourselves to You with all that we are and have. We promise to serve You willingly. Show us where each of us may serve You best.

Take our hands and use them to care for our neighbour.

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Take our lips and use them to tell others of Your gracious, redeeming love.

Take our silver and gold and use them to extend Your kingdom.

Most of all, dear Jesus, take our will and give us the power to do Your will—until all Your children, both far and near, are at last joined forever in eternity with You. Amen.

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GUIDELINES FOR WRITING BY-LAWS (SOCIETY)

By-laws provide a pattern for the way a group functions. The larger the organization, the more specific by-laws need to be. The following may be adapted to specific needs of the group.

I. Name

- A name is chosen. A society should include the name of the congregation, location, and state its affiliation with Lutheran Church–Canada or The Lutheran Church–Missouri Synod, and the society’s affiliation with LWML–Canada

II. Object

- to promote the object of LWML–Canada, i.e. member development, Christian growth, Christian mission, communication and support mission grants
- to participate in the ministry of the congregation

III. Members

- societies determine conditions of membership, guided by LWML–Canada and congregational by-laws
- relationship to the LWML–Canada zone should be stated

IV. Meetings

- number and frequency of meetings. Dates and times are subject to change and should be stated in standing rules
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V. Representation

- requirements for voting eligibility and quorum
- selection of delegate

VI. Officers

- name the elective positions
- state when the election is held
- term of office and number of re-elections
- when elected officers assume duties
- when materials of office are passed on to successors

VII. Duties of Officers

- primary duties of each officer should be spelled out
- guidelines, separate from by-laws or standing rules, may describe duties in more detail

VIII. Nominations and Elections

- a nomination committee may be elected or appointed. Specify general procedures and duties; nominations are usually accepted from the floor.
- officers are elected by ballot if there is more than one nominee for any office, otherwise a voice vote is acceptable. A majority of votes cast determines election.

IX. Executive Committee or Board of Directors

- the needs of the society determines the composition of the committee or board
- number of meetings should be stated
- duties

X. Counselor

- the pastor of the congregation serves the society as counsellor

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- officers are elected by ballot if there is more than one nominee for any office, otherwise a voice vote is acceptable. A majority of votes cast determines election.

IX. Executive Committee or Board of Directors

- the needs of the society determines the composition of the committee or board
- number of meetings should be stated
- duties

X. Counselor

- the pastor of the congregation serves the society as counsellor

XI. Committees

- There are two kinds of committees; standing (serving a continuing need) and special (appointed for a one-time task).
- Name the committees; manner of appointment of chairman and committee members, and number of members, term and number of reappointments, to whom the committee is responsible, and duties

XII. Finances

- Financial policies should be specific, including gathering and disbursing of all offerings.
- An annual review of financial records if recommended.
- Specify date of fiscal year (for closing of books).

XIII. Parliamentary Authority

- *Robert's Rules of Order Newly Revised* is the recommended parliamentary authority.

XIV. Amendments

- An an organization grows, changes will be made. Provision should be made in the by-laws for such procedure.

XV. Standing Rules

- Any procedure apt to be changed should be standing rules, not by-laws (i.e., time of meeting, on-going policies, agenda, etc.).
- At any business meeting standing rules may be adopted, without previous notice, by a majority vote.

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The name of the society should be included at the bottom of every page. Number and date pages and have the date of the last revision on the last page. Use Roman numerals for articles and number the sections. On the last page, include the charter date for the society, if known.

Zone and District bylaws are adjusted to address their particular function in accordance with LWML–Canada By-laws.

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GLOSSARY OF TERMS

Auxiliary

Lutheran Church–Canada recognizes LWML–Canada as the official women’s organization of the Church. The purpose of LWML–Canada is to further Christ’s mission to the world by supporting the work of the Church and by providing education, inspiration, and opportunities for service.

Bylaws

Rules adopted by an organization for managing its affairs.

Christian Growth

The ongoing process at all levels of LWML–Canada where members create and participate in activities for deepening their spiritual lives. Committees at all levels are appointed to initiate such opportunities for growth.

Circle

A group within the LWMLC society which meets regularly to accomplish a specific purpose.

Committees

Standing committee – appointed to carry out certain ongoing responsibilities and long-term programs of the organization

Special Committee – appointed for a special project or event, serving until that project or event has been concluded.

Communication

A chairman and/or committee at all levels of LWML–Canada that organizes publicity regarding the LWML–Canada program and activities.

Convention Manual

A booklet that announces the convention program and provides a historical record of progress and accomplishments.

Conventions

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LWML–Canada meets triennially; districts meet triennially in the year following the LWML–Canada Convention.

Councillor

An individual who is elected or appointed to the General Council.

Counsellor

A pastor who is appointed to serve the League in an advisory capacity.

District

Canada is divided into five (5) geographical districts (See pages E-8 and E-9.).

Executive Committee

The elected officers of LWML–Canada.

Fiscal Year

Twelve-month period at the end of which financial accounts are balanced. LWML–Canada’s fiscal year is April 1 through March 31.

General Council

Those elected and appointed Councillors who manage the business affairs of the League. (Bylaws 8.02)

International LWML (ILWML)

An auxiliary organization of women affiliated with The Lutheran Church – Missouri Synod. After LWML–Canada was formed, the name was changed to Lutheran Women’s Missionary League (LWML).

LWML–Canada, Inc.

An auxiliary organization of women affiliated with Lutheran Church–Canada.

LWML–Canada Sunday

The first Sunday in October set aside for publicizing nationwide the objects and programs of LWML–Canada. Special materials are provided.

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Member Development

A planned program which offers materials and training for leaders and provides ideas and techniques for increasing membership.

Memorials

Monetary gifts in memory of departed loved ones and in celebration of happy occasions. Memorial cards may be obtained from the LWML–Canada Resource Centre or through the LWML–Canada districts.

Mission Projects

Delegates at LWML–Canada and district conventions adopt mission grants which are usually completed within a three year period.

Mite Box

A small box given to every member for her voluntary gifts to support the mission grants and programs of LWML–Canada. Ingathering of mite offerings is usually accompanied by prayer. Mite Boxes are available from the LWML–Canada Resource Centre or a district or zone officer.

Procedures Manual

A publication outlining the specific duties of each office and/or committee in LWML–Canada.

Rally/Renewal

A gathering of members in the zone, hosted by a unit or society, for the purpose of sharing objectives and programs of LWML–Canada as well as fellowship.

Resource Centre

Located in Winnipeg, this is the legal headquarters of LWML–Canada as well as the location from which many resources may be ordered.

Retreat

A planned opportunity to withdraw from normal routines for fellowship and spiritual and physical renewal. Retreats,

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Seminar

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Society

A woman’s group within a congregation.

Standing Rules

Procedures apt to be changed are adopted as standing rules, not bylaws. Standing rules cannot conflict with bylaws.

Tapestry

The official publication of LWML–Canada which contains topic studies, inspirational and informative articles and features, and League news.

Unit

All societies within one congregation that are affiliated with LWML–Canada.

Workshop

A meeting that provides opportunities for persons with a common interest or problem to come together to receive helpful information and practical help.

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