

**LUTHERAN WOMEN'S MISSIONARY LEAGUE**  
**NORTH WISCONSIN DISTRICT**

**SOCIETY GUIDELINES**

**I. DUTIES OF SOCIETY PRESIDENT**

- A. Study her society's bylaws (constitution) and check if have been revise within seven yrs.
- B. Study the LWML Handbook;
  - 1. All District, Zone, and Society guidelines;
  - 2. National and District L WML bylaws.
- C. Acquaint herself and other officers with resource materials and their uses.
- D. Preside at all meetings.
- E. See that all materials and mailings are passed on promptly to the proper persons.
- F. Promote use of the *Lutheran Woman's Quarterly*, *Mission Tiding* and both LWML websites.
- G. Encourage attendance at Zone Rallies, Retreats and Conventions;
  - 1. Each unit selects two delegate and two alternates.
- H. Appoint a person attending the Rally to give a summary of the highlights and important information from the Rally;\*
  - 1. When ordering or borrowing materials and resources from the District, postage must be reimbursed to the District Financial Secretary.
- I. Acquaint herself with her zone Young Woman Representative(s) at the District Convention.
- J. Seek possibility of sending a Heart to Heart Sister to the district convention.

**II. DUTIES OF SOCIETY VICE PRESIDENT**

- A. Study her Society's bylaws (constitution) and check if have been revise within seven years
- B. Study the LWML Handbook, including all District bylaws and guidelines.
- C. Assist the President, and in her absence, serve as President.
- D. Perform duties as required by the President.
- E. Serve as Human Care Chairman. Contact District Human Care Chairman or check district website for Speakers list and Activity List.

**III. DUTIES OF SOCIETY SECRETARY**

- A. Study her society's bylaws (constitution) and check if have been revise within seven yrs.
- B. Study the LWML Handbook, including all District bylaws and guidelines.
- C. Keep a permanent record of the proceedings of each meeting.
- D. Keep the District Corresponding Secretary informed of all names, addresses, and phone numbers of Society officers;
  - 1. Use information sheet found in annual packet to notify her immediately of present officers. NOTE deadline date on information sheet;
  - 2. When elections or changes of officers occur after deadline date, notify District Corresponding Secretary immediately;
  - 3. Send duplicate copies to Zone President.
- E. Serve as Leader Development Chairman in cooperation with District Leader Development Chairman.

#### IV. DUTIES OF SOCIETY TREASURER

- A. Study her Society's bylaws (constitution) and check if have been revise within seven yrs.
- B. Study the L WML Handbook, including all District bylaws and guidelines.
- C. Handle all Society funds.
- D. Remit all mite box money monthly or quarterly, as collected, and any special offerings, to the District Financial Secretary. Fill out a mite box remittance sheet, available at [www.nwdllwml.org](http://www.nwdllwml.org), and send along with all remittances.
- E. When sending money, other than mite money, include form with information including:
  - 1 .name of society,
  - 2. name and contact information of society Treasurer,
  - 3. where the money is to be designated. **Check latest Mission Tidings for address of current District Financial Secretary .**
- F. Send in annual subscription money for the *Lutheran Women's Quarterly* and the *Mission Tidings*.
- G. When the Society hosts the Zone Rally, see Zone Rally guidelines- Host Treasurer's Duties.

#### V. DUTIES OF SOCIETY CHRISTIAN LIFE CHAIRMAN

- A. Study her Society's bylaws (constitution) and check if have been revise within seven yrs.
- B. Study the LWML Handbook, including all District bylaws and guidelines.
- C. Be in charge of devotions, Bible studies, and/or *Lutheran Woman's Quarterly* topic discussions at the Society meetings. Items are also available from the LWML website, [lwml.org](http://lwml.org).
- D. Use special prayers and mite box devotions. Mites should be dedicated each time they are collected. Review progress of current Mission Grants.
- E. Contact Zone or District Christian Life Chairmen or the LWML website, [lwml.org](http://lwml.org), for program materials, topic discussion, devotions, litanies, etc.

#### VI. DUTIES OF HUMAN CARE CHAIRMAN

- A. Study her Society's bylaws (constitution) and check if have been revise within seven yrs.
- B. Study the L WML Handbook, including all District bylaws and guidelines.
- C. Be aware of service opportunities to the congregation, community, and world.
- D. Encourage and promote District and LWML Convention Human Care projects, i.e. Gifts of the Heart.
- E. Report the Society's service activities upon request.

#### VII. DUTIES OF SOCIETY DELEGATE TO DISTRICT CONVENTION

- A. Study and prayerfully consider all issues coming before the convention, ask society for input on voting.
- B. If delegate finds it impossible to attend, she should immediately contact the Society President, and give Convention materials to her replacement.
- C. If, within two days prior to convention, delegate cannot attend, she must contact the Society President;
  - 1. If not available' contact District Corresponding Secretary or Convention Registration Chairman.
- D. The delegate is encouraged to be seated thirty (30) minutes prior to the opening of convention.

- E. In the event of an emergency during convention requiring delegate to leave, the Corresponding Secretary should be notified and her alternate seated.
- F. Attend all formal sessions of the convention.
- G. Give a convention report.

VIII. CRITERIA FOR SUBMITTING MISSION GRANTS

A. To District L WML

- 1. Refer to Article XVIII of District Bylaws.
- 2. Grants may include but not limited to buildings, the training of personnel, literature and educational materials, and translations and publications.
- 3. Give priority to District Mission Grants determined in consultation with LCMS District Mission Board.
- 4. On projects outside of the District contact District Missions Grants Director.
- 5. Grants should be for one-time duration.

B. To National LWML

- 1. Grants should be for one-time duration.
- 2. The same criteria for submitting grants to District should be followed.
- 3. Regulations of the L WML require grants that represent needs anticipated during the next several years not yet covered by LCMS budget allocation.
- 4. Refer to national LWML Bylaws.

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**\*GUIDELINES FOR RALLY REPORTING**

Be brief, but include interestingly, the following:

- A. Time and place,
- B. Number present from society, special guests, pastors, etc.,
- C. Highlights:
  - 1. Christian Life Topic
    - a. Theme
    - b. Dramas
  - 2. Speaker
  - 3. Convention reports - District LWML and LWML
  - 4. District LWML President's message
- D. Business meeting,
  - 1. Election reports
  - 2. Offering report
  - 3. Location and host of next rally
  - 4. Human Care report
- E. Closing devotions highlight.