

# LUTHERAN WOMEN'S MISSIONARY LEAGUE NORTH WISCONSIN DISTRICT

## ZONE GUIDELINES

### I **Zone Identification**

- A. The LWML Zones shall be given the same number as the LCMS District Circuits when feasible;
- B. All member societies within the geographical limits of the circuit shall be considered as members of the zone.

### II **Objectives**

- A. Zone provides a link in the relationship of the local society, zone, district, and national;
- B. To inform members of the LWML program;
- C. Promote opportunities for spiritual development and leadership training;
- D. Encourage attendance at LWML national and district events.

### III **Officers and Elections**

- A. The officers of the zone shall be president, vice president, and secretary. (No treasurer is necessary since the Host Society handles all rally money);
- B. The term of office shall be two (2) years. All officers shall be eligible for one (1) reelection;
- C. An Office can be shared by two people;
- D. Elections shall be by ballot at the spring rally preceding the district convention (in even numbered years);
- E. Newly elected officers shall assume their respective duties within thirty (30) days following the district convention.

### IV **Nominating committee for Zone Officers**

- A. Election: A nominating committee consisting of three (3) members shall be selected at the fall rally in odd numbered years;
- B. Duties: The nominating committee shall submit a slate of two (2) nominees for each office, if at all possible. Additional nominations may be made from the floor of the rally. The consent of the nominees from the floor not present shall be secured in writing;
  - 1. The nominating committee shall contact societies for names of candidates;
  - 2. A brief biographical sketch (which includes all contact information), as well as written consent, shall accompany the suggested candidate's name;
  - 3. Members serving on the nominating committee may also be nominated as candidates;
  - 4. Committee members should feel free to express themselves frankly and eliminate a suggested candidate if the candidate does not meet requirements. All comments should be held in strict confidence;
  - 5. The ballot presented is to be the decision of the committee;
  - 6. Each candidate whose name is on the ballot should be notified of her nomination;
  - 7. Prepare a ballot with complete name of each candidate;
  - 8. At the spring rally the chairman of the nominating committee will read the slate of candidates and introduce each one present, then hand the list to the zone president;

9. Give zone secretary and president all information regarding candidates (name, address, telephone, email);
  10. After election, notify all candidates not present of election results.
- C. Qualifications of Candidates:
1. Consider the following qualification of each prospective candidate:
    - a. Is an active, mite contributing LWML member;
    - b. Will be able to give time as needed to carry out her duties.

**V Nominating Committee for Delegates and Alternates to the national LWML Convention**

- A. Election: A nominating committee consisting of three (3) members shall be selected at the spring rally of the even numbered years.
- B. Duties: The committee shall submit a slate of not less than three (3) candidates, if possible, per delegate(s) elected. Refer to Bylaws Article VI for delegate eligibility. Additional nominations may be made from the floor of the rally:
1. Contact societies for names of candidates;
  2. A brief biographical sketch, as well as written consent, shall accompany the candidates name;
  3. The members of the committee should feel free to express themselves frankly and eliminate a suggested candidate if the candidate does not meet requirements. All comments should be held in strict confidence;
  4. The ballot presented is to be the decision of the committee;
  5. At the fall rally the chairman of the nominating committee will read the slate of candidates and introduce each one present, then hand the list to the zone president;
  6. Give zone secretary and president all information regarding candidates (name, address, telephone, email);
  7. After election, notify all candidates not present of election results.
- C. Qualifications of candidates:
1. Consider the following qualifications of each prospective delegate:
    - a. Is an active, Mite contributing LWML member;
    - b. Able to be away from home the required length of time;
    - c. Willing to study convention material to be an informed delegate;
    - d. Must attend all sessions of the LWML convention;
    - e. Able to give an accurate report of the convention proceedings at the fall rally following the LWML convention;
    - f. Able to give an accurate and detailed record of her expense account;
  2. No person shall serve as delegate for more than one (1) LWML convention within a seven (7) year period unless she is presently serving as a zone president at the time of the convention. (Bylaws, Article VI Section 3D)

**VI Duties of Officers**

- A. The president shall:
1. Preside at all rallies of her zone;
  2. Be a member of the District Executive Board, attend the board meetings, and the District Convention at district expense;
  3. Appoint a Christian Life Chairman and Assistant by August 1;
  4. Present a report of pertinent information from the District Executive Board meetings at the rally;

5. Present the district President's message to the rally in the absence of the President or her representative;
  6. Be responsible for all zone publicity;
  7. Meet with society officers in her zone once a year (may be at rallies or society meetings);
  8. Keep an up-to-date list of society officers in her zone;
  9. Keep in touch with new societies and offer help if needed;
  10. Keep Mite boxes on hand to distribute at rallies [Secure these from the Public Relations Director at the board meetings];
  11. Plan the rallies together with the Host Society;
  12. In the event a zone vice president or secretary is unable to fulfill her term, appoint someone to fill the vacancy;
  13. Shall encourage the zone to elect a Young Woman Representative(s) and alternate at the Spring Rally of the even numbered years, to attend the District Convention and to consider pro-rating the cost among the societies of the zone;
  14. Keep file of rally minutes and important correspondence for current and at least four previous biennia;
  15. Pass on to her successor all materials from the last biennium pertaining to the office within thirty (30) days following the district convention;
  16. Forward any zone materials of interest to the District Archivist/Historian;
  17. Be responsible for sending forms:
    - a. Zone officer form, after spring rally of even numbered year to Corresponding Secretary;
    - b. Delegate and alternate forms for LWML Convention to District President after Fall Rally of even numbered years;
    - c. Young Woman Representative form after Spring rally of even numbered years to Young Woman Representative Coordinator;
    - d. Send names of Christian Life Chairman and Assistant to District Christian Life chairman by August 1.
- B. The Vice President shall:
1. Assist the President and in her absence serve as president;
  2. Serve as Zone Human Care chairman and report at rallies;
  3. Give a response to the Host Society President's welcome;
  4. Perform other duties as requested by the president.
- C. The Secretary shall:
1. Keep minutes of each rally, one copy on permanent file, and send copies (US mail or electronic) of minutes within one (1) month after rally to the following district officers;
    - a. District President;
    - b. District Recording Secretary;
    - c. Archivist/Historian (if sending by US mail it must be on white paper unless A/H has stated otherwise do not staple this copy);
    - d. Zone President;
    - e. District Counselors;
  2. Include in rally minutes:
    - a. Lutheran Women's Missionary League and zone number;
    - b. Name of Host Society, Church, and city;

- c. Date (month, day, and year);
- d. Christian Life topic;
- e. Name of the person or group presenting the topic;
- f. Name of the guest speaker and topic;
- g. Any additional speakers;
- h. Report of the business meeting, which should include:
  - i. Names of presiding officer, persons giving the welcome and response, any District Executive Board members present (be consistent when reporting names);
  - ii. Record, in full, any motions, carried or defeated;
  - iii. Full names, addresses, and telephone number of all elected officers, delegates; first and second alternates, committees, and those newly elected and appointed;
  - iv. Attendance records, (numbers of members, number of guests, and pastors, as well as total attendance);
  - v. Rally remittance ... amount of registration monies received, amount of expenses subtracted from that amount, amount of offerings, and total amount sent to the District Financial Secretary;
  - vi. Your signature;
- i. Act as Leader Development Chairman and report on current activities.

## **VII Duties of Christian Life Chairman**

### **A. Meetings**

- 1. Attend all District Christian Life workshops;
- 2. Attend the rally planning committee meeting and be responsible for the planning of the Christian Life topic presentation. [The topic presented at the District Christian Life workshop must be used];
- 3. Present copies of the Christian Life materials to the Host Pastor prior to the rally.

### **B. Expenses**

- 1. Authorized expenses for presentation of Christian Life topics at zone rallies may be taken from the rally registration fees.

### **C. Pass on to her successor all materials pertaining to the office;**

### **D. Term of office shall be two (2) years with eligibility for one (1) reappointment;**

### **E. When an assistant Christian Life Chairman is appointed, the term of office shall be two (2) years as assistant and two (2) years as Chairman, serving a total of four (4) years.**

## ZONE PRESIDENT TIME LINE

<b>EVEN YEAR</b>		<b>ODD YEAR</b>
<ol style="list-style-type: none"> <li>1. Contact Spring Rally hose society and follow procedures on page G1 of Rally Guidelines.</li> <li>2. Contact Fall Rally host society so they can extend an invitation at the Spring Rally.</li> <li>3. Send rally information with your registration for February Executive Board meeting.</li> </ol>	<p><b>Three months before Spring Rally</b></p>	<ol style="list-style-type: none"> <li>1. Contact Spring Rally hose society and follow procedures on page G1 of Rally Guidelines.</li> <li>2. Contact Fall Rally host society so they can extend an invitation at the Spring Rally.</li> <li>3. Send rally information with your registration for February Executive Board meeting.</li> </ol>
<ol style="list-style-type: none"> <li>1. Attend February Executive Board meeting.</li> <li>2. Be sure district representative receives an invitation and map to rally.</li> <li>3. Offer overnight lodging to the district representative, if anticipated.</li> </ol>	<p><b>FEBRUARY</b></p>	<ol style="list-style-type: none"> <li>1. Attend February Executive Board meeting.</li> <li>2. Be sure district representative receives an invitation and map to rally.</li> <li>3. Offer overnight lodging to the district representative, if anticipated.</li> </ol>
<ol style="list-style-type: none"> <li>1. Preside at Spring Rally.</li> <li>2. Elect new officers for a two-year term. (may be re-elected to serve total of four years.) Invite new president to the May District Board meeting, share a ride if possible. Zone presidents are only housed overnight if they are 150 miles away from meeting place.</li> <li>3. Elect YWR for District convention. Send a letter of congratulations.</li> <li>4. Appoint a nominating committee for the delegate to LWML Convention (national).</li> <li>5. Watch for nomination forms for YWR to LWML convention.</li> <li>6. Ask Fall Rally host society to extend an invitation.</li> <li>7. Install new and returning officers.</li> <li>8. Send names and addresses of new officers and YWR to district. (Forms are available in the Forms section of the handbook or will be distributed at the Board meeting.)</li> <li>9. Send thank you notes to outgoing officers, speakers/guests, host society, and YWR.</li> <li>10. Encourage attendance at District Fall Retreat.</li> <li>11. Be sure societies have elected delegates to the District Convention (2 per church).</li> </ol>	<p><b>SPRING RALLY</b></p>	<ol style="list-style-type: none"> <li>1. Preside at Spring Rally</li> <li>2. Ask for mission grant proposals for District Convention.</li> <li>3. Encourage attendance at District Fall Retreat.</li> </ol>

## ZONE PRESIDENT TIME LINE

EVEN YEAR		ODD YEAR
1. Attend District Executive Board meeting.	MAY	1. Attend District Executive Board meeting.
1. Attend District Convention and pre-convention board meeting. 2. Serve on convention committees as requested.	JUNE	1. Attend LWML Convention, if possible.
1. Contact Fall Rally host society and follow procedures on page G1 of Rally Guidelines. 2. Contact Spring Rally host society so they can extend an invitation at the Fall Rally. 3. Send rally information with your registration for Executive Board meeting. 4. Help delegate nominating committee get letters to societies asking for nomination to national convention and YWR nominees.	THREE months before Fall Rally	1. Contact Fall Rally host society and follow procedures on page G1 of Rally Guidelines. 2. Contact Spring Rally host society so they can extend an invitation at the Fall Rally. 3. Send rally information with your registration for Executive Board meeting. 4. Send a sample letter to YWR nominating committee. 5. Review handbook and Leader Helps.
1. Attend District Executive Board meeting. 2. Attend District Fall Retreat, if possible. 3. Be sure district representative receives invitation and map to Fall Rally. 4. Offer overnight lodging to district representative, if anticipated.	SEPTEMBER	1. Attend District Executive Board meeting. 2. Attend District Fall Retreat, if possible. 3. Be sure district representative receives invitation and map to Fall Rally. 4. Offer overnight lodging to district representative, if anticipated.
1. Preside at Fall Rally. 2. Elect Zone Delegate to LWML Convention (national), ask societies to contribute \$25.00 to help with delegate expenses. (District pays the balance.) 3. Introduce new officers. 4. Appoint Christian Life chairman and assistant and send their information to District Christian Life Chairman and Corresponding Secretary. 5. Ask for banner design for LWML Convention. 6. Encourage attendance at LWML Convention. 7. Encourage YWR participation.	FALL RALLY	1. Preside at Fall rally. 2. Ask for banner designs for District Convention. 3. Encourage nominees for district office. 4. Appoint nominating committee for Zone officers. 5. Remind societies to elect delegates to District Convention (2 per church).