

Policy # 2

**MEMORIALS**

Upon the death of a current District LWML Board member or spouse a memorial gift of twenty-five dollars (\$25.00) shall be contributed to Gifts & Bequests of Special Mites.

Policy # 3

**DISTRICT MISSION CHURCH GRANTS**

All newly established District Congregations, upon receipt of charter from LCMS, shall be eligible for a grant of one thousand dollars (\$1,000).

Policy # 4

**NEW ZONE PRESIDENTS AND OFFICER NOMINEES AT MAY BOARD MEETING (in even year)**

Newly elected Zone Presidents and nominees for District offices shall be invited to the May Board Meeting to become acquainted with District procedures. Lunch will be provided. Mileage and housing will be at guests' expense.

Policy # 5

**NORTH WISCONSIN DISTRICT LWML MAILING LIST (DISTRICT DIRECTORY INCLUDED AND COMMITTEE LISTS)**

These shall not be given to anyone without the consent of the Executive Committee. LCMS entities included. Consent of the Executive Committee must be obtained for each occurrence.

## NEW SOCIETY CONTACT PROCESS

1. When notified of a new society forming, the District President will:
  - a. Send them a "New Society" application [Form I/1]
  - b. Send a letter of welcome upon receipt of the application.
  - c. Notify the Corresponding Secretary of the pertinent information regarding names, addresses, and *Lutheran Woman's Quarterly* subscription numbers.
  - d. Notify the LWML president, asking for a welcome packet to be sent from the LWML office.
  
2. Upon notification of the formation of a new society, the Corresponding Secretary will:
  - a. Notify the Leader Development Chairman for distribution of various resources to aid the organization.
  - b. Notify the Financial Secretary for inclusion in the financial records.
  - c. Notify the *Mission Tidings* editor for possible feature article material.
  - d. Notify the *Mission Tidings* Circulation Manager for distribution information.
  - e. Notify the Chairman of Christian Life, Structure, Human Care and Archivist/Historian for information purposes.
  - f. Notify the Zone President of the new society's appointed zone for inclusion in communications pertinent to the workings of the zone.
  
3. Upon notification that a new society has formed, the Leader Development Chairman shall send:
  - a. Mite boxes (from Public Relations Director) and remittance forms
  - b. Current District Mission Grants Poster (from Mission Grants Director).
  - c. District bylaws and leader helps (from Structure Chairman).
  - d. List of District Officers (found in the *Mission Tidings*).
  - e. List of Zone Officers (from Board of Directors information).
  - f. Current copy of *Mission Tidings and Lutheran Woman's Quarter/v*.
  - g. Calendar of upcoming District and Zone events (from *Mission Tidings*).
  - h. Various devotions or other LWML resources as society needs dictate.

## RETREAT WORKSHOP GUIDELINES

### Chairman for the Retreat(s) and/or Workshop(s)

1. Fall Retreat – 2<sup>nd</sup> Second Vice President.
2. Young Women Representatives - YWR Coordinator.
3. Christian Life Workshop - Christian Life Chairman.

### Duties of each Chairman.

1. On the first of every month the registration chairman shall submit all monies received, to the District LWML Financial Secretary;
2. All expenses will be on vouchers, with receipts attached, to the District LWML President for reimbursement;
3. Retreat/Workshop chairman will submit financial report to the President and Financial Secretary within thirty (30) days following the event;
4. A written report of all retreat/workshop activities will be submitted to the District President with copy for files. Each chairman will give a written report to the Executive Board at the Board meeting following retreat/workshop;
5. Requests to hold fundraisers or monetary collection require the approval of the District LWML Executive Committee.
  - a. Donors are responsible for all aspects of the project.
  - b. All funds are to be remitted to LWML District Mites.
6. No cottages or rooms may be reserved before registration forms are published.
7. Include statement on the registration form – “Registration fees are non-refundable”

### Report should include:

- Date of event
- Type of event
- Name of person reporting
- Location
- Attendance
- Receipts
  - Registration fees received
  - i.e. full retreat or one-day attendee

### • Expenses:

- Postage
- Honorarium(s)
- Mileage
- Meals
- Housing
- Supplies

# Lutheran Women's Missionary League

## Conflict of Interest Policy

The term "conflict of interest" describes any circumstances that would cast doubt on an officer's, volunteer leader's or employee's ability to act with total objectivity regarding Lutheran Women's Missionary League (LWML) interests.

The LWML is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of LWML in conducting its affairs is the sum effort of each individual-board and committee member, officer and employee-in executing her or his responsibilities with good judgment and in an ethical manner.

Activities shall not be entered which may be knowingly detrimental to the interests of LWML and its subsidiaries.

Information acquired while carrying out LWML duties shall not knowingly be used in any way that would be detrimental to the welfare of the LWML and its subsidiaries.

No officer or staff member of LWML or its subsidiaries shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.

An employee, volunteer leader or officer is not to use her or his position for personal gain beyond the compensation and benefits paid by the LWML.

Gifts, gift certificates, cash payments, extravagant entertainment, free services or loans from anyone doing business with LWML may constitute a conflict of interest. Exceptions are advertiser's novelty gifts of nominal value (less than \$25.00), occasional meals and infrequent entertainment, which are customary and proper and do not place the recipient under obligation.

Activity deemed inappropriate under this policy will be discussed with the party involved. Such activity shall cease or the position will be vacated.

Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the LWML Handbook, the personnel policies as appear in the LCMS Personnel Policies Handbook (adopted by LWML July 1999), and civil laws.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

01/06/01

# Lutheran Women's Missionary League

## Code of Ethics

The Lutheran Women's Missionary League (LWML) Board of Directors adopts this Code of Ethics on behalf of the members of the LWML to guide the conduct of the LWML's Board of Directors, employees and volunteer leaders.

In our various capacities as volunteers, employees or elected leaders, we work together to **Serve the Lord with Gladness.**

These roles demand a high standard of integrity, trust and stewardship. The Board of Directors, employees and volunteer leaders will strive to be aware of the consequences of their actions.

Our service must reflect compliance with the law and the highest standards of professional knowledge, conduct, care and respect for everyone served.

There will be times when the choice of conduct is not clear. When faced by an unclear choice, ask yourself this question: *"If my actions were to be published, would LWML supporters agree that the best interests of all were served?"* If the choice is still not clear, ask for guidance from your supervisor, other LWML officers or pastoral counselors.

Responsibilities shall be conducted consistent with the Scriptures and the Lutheran Confessions. (For those employees, not familiar with the Lutheran Confessions, Scripture should be used to interpret the expected conduct.)

# Guidelines for Crisis/Media Management

The **Crisis/Media Management Team** shall be identified as the following:

- President
- 1<sup>st</sup> Vice President
- Meeting Manager
- Qualified medical personnel: Registered Nurse (RN), and/or Certified Counselor (CC), and/or Social Worker (SW)
- Pastoral Counselor

## Emergency Plan

A. The Meeting Manager maintains Health and Emergency Information Forms [Form J/5] on all attendees. *The forms are kept on-site.*

*Medical forms for: Board members at all meetings*

- a. *Retreats (all participants)*
- b. *Workshops (all participants)*
- c. *Bus travel (all passengers)*

B. **When a medical emergency occurs**, notify the RN, the Meeting Manager, and other medical personnel to go to the person(s) involved, immediately.

C. **The Vice President assumes control** and directs the group to proceed with the meeting while protecting the privacy of the injured person. If necessary, the Vice President may direct the group to another room.

D. **The CC/SW/Pastoral Counselor locates the person's roommate** for purposes of obtaining medication, if any, etc.

E. **The Meeting Manager meets the EMS personnel** on-site and directs them to the emergency.

F. **The RN and/or the CC/SW stay with the injured person** until EMS personnel are on-site and in charge of the emergency.

G. **The RN and/or CC/SW or Pastoral Counselor accompany the injured party/patient to the hospital/emergency room, if transportation is required.** (They may not be able to directly accompany the patient in the ambulance.)

H. **After diagnosis/care at the hospital, the RN or CC/SW will notify the President of the situation.** *She, in turn, will contact the family of the person.* The President will also keep the group informed, especially LWML co-workers and friends.

I. **The meeting manager will provide complete written documentation of the emergency**, including implementation of the emergency plan. All supporting medical reports, consent forms, etc., will be included in this documentation. Copies should be sent to the LWML President, attorney, and the insurance provider.

J. ***\*No statement or identification of the person should be released until the next of kin or a family member has been notified.***

## **COMMUNICATIONS IN A CRISIS**

- I. Inform all crisis team members**
- II. Assess the situation**
- III. Confirm all the facts:**
  - a. Who is involved
  - b. What happened
  - c. When did it happen
  - d. Where did it happen
  - e. How did it happen
  - f. Name of person(s) involved
  - g. Injuries (personal and property)
- IV. Record everything in writing**
- V. Locate and talk to witnesses (if available)**

*January 2000*

## Christian Copyright Licensing International

North Wisconsin District LWML has purchased and renews annually a license for Christian Copyright Licensing International. This license gives us permission to reprint songs (hymns) covered by this company.

1. This license covers Zone and District events including rallies, retreats, conventions and other events sponsored by the zone or district LWML.
2. The license does not give you permission to copy anything used at your society meetings. A separate license for your church would cover that.
3. When using a song covered under CCLI, credit must be given to the author(s) and publisher:
  - b) This MUST be done as follows:
    - (i) *'Hallelujah,' words and music by John Smith and Mary Doe 1975*
    - (ii) *John Smith Music Company*
    - (iii) *CCLI License # \_\_\_\_\_ (contact the District 1<sup>st</sup> Vice President of current license number)*
4. You may print up to 200 copies, but these cannot be used anywhere but at District and Zone Events.
5. If you are unsure whether a song is covered, you can call 1-800-234-2446 or use 'Copyright Research Form.' (See Zone President's file marked 'CCLI Music.' 'KEEP AND PASS TO SUCCESSOR')

Please note: Each time you copy a song, you need to fill in the information on the 'Copying Activity Report.' These reports will be requested from time to time. Also, keep a copy of all songs as you copied them. This will be sent along with the report to our District LWML 1<sup>st</sup> Vice President when and if CCLI request them.

## VOTING BY E-MAIL

### A. RULES FOR VOTING BY E-MAIL

1. All participants must have access to the necessary equipment for participation in the e-vote.
2. The president/committee chairman shall develop the time frame for the e-vote.
3. A minimum of 24-hour notice shall be provided to all participants via e-mail, or telephone by the chair. Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. A motion to 'table' is not in order. Secondary motions are prohibited.
6. Each new main motion must be made in a separate, new e-mail message with no other message included.
7. New motions in a new message thread may not be introduced while there is a motion currently being debated. No more than one motion may be considered at one time.

### B. OPENING A QUESTION FOR CONSIDERATION

1. The chair shall assign a number to the motion and shall include the number in the subject line.
  - A. Example: Motion 1
  - B. The subject line must include the word "Motion".
  - C. The first line of the message must begin with 'It is moved to (or that) . . . "If the motion comes from a specific officer or committee member "(name of officer) moves to (or that) . . . "  
"

### C. DEBATE

1. Members shall use 'Reply All' in all messages.
2. Members may respond at will, that is, without seeking recognition from the chair.
3. The chair shall close debate by asking, 'Are you ready for the question on Motion 1-a:' in the subject line.

### D. VOTE

1. The chair shall put the question to a vote by restating the pending question and requesting the member to vote now. The word 'vote' shall be in the subject line. (Example: Motion 1-a vote)
2. The chair shall include the time zone and time frame/deadline for the vote.
3. Members shall state, "I vote yes, date and time" or "I vote no, date and time" in the first line of the response and use 'Reply All':
4. The secretary shall tally the votes and report the result to the participants, including the number of votes cast for and against the motion.
5. The chair shall announce the results of the vote.
6. The chair shall state the next pending motion and open debate or shall declare the thread on "Motion (number)" closed.

#### E. SECRETARY'S RECORDS AND MINUTES

1. The secretary/committee member so designated shall compile and maintain the complete thread of the motion and its disposition.
2. The secretary shall prepare minutes of the vote and shall send the minutes marked 'draft' to all the members.
3. These minutes shall be approved at the next regular meeting.
4. Any member shall have the right to request a copy of the message thread of a motion.

*Additional rules which could be adopted include what happens if a communication link is lost, number of postings allowed in debate, decorum, definition of calendar day if participants are in different time zones, if the chair may participate in discussion, and how confidential information will be controlled.*

#### SAMPLE MINUTES OF AN E-VOTE

*On October 15, 2009, at 2:45 p.m. CST, Catherine Luther, president of the Wittenberg District LWML, e-mailed to all members of the Board of Directors. Motion 1: To allow grant recipient #23 Peace Lutheran Church to redirect their grant funds to build a pre-school instead of an elementary school. E-mail debate continued until October 21, 2009, at 4:00 p.m. The chairman put the question to an e-vote at 5 p.m. on October 21, 2009. The vote closed at 5 p.m. on October 23, 2009. By a vote of 7 in favor and 1 opposed, the motion was approved.*

*Suzy Structure  
Secretary*

Reference: 'Rules for Electronic Meetings' by the National Association of Parliamentarians.

Policy Adopted 2011-2012