



Bylaws
Lutheran Women's
Missionary League
Wyoming District



Lutheran Women's Missionary League
Wyoming District



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**BYLAWS
LUTHERAN WOMEN’S MISSIONARY LEAGUE
WYOMING DISTRICT**

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women’s Missionary League (hereinafter referred to as LWML) Wyoming District, a subordinate organization of LWML, the official women’s auxiliary of The Lutheran–Church Missouri Synod (hereinafter referred to as LCMS.)

ARTICLE II – OBJECTIVES

The objectives of the organization shall be to:

- a. develop and maintain a greater mission consciousness among the women of the District by means of Mission Education, Mission Inspiration and Mission Service.
- b. gather funds for mission grants sponsored or approved by LWML Wyoming District, LCMS, or by the Wyoming District LCMS to foster Gospel Outreach of Word and Sacrament to all recipients.

ARTICLE III – MEMBERS

- a. The membership of the LWML Wyoming District is composed of individual members and societies within congregations, on campuses, in resident homes, or other settings of the Wyoming District LCMS.
- b. One or more societies affiliated with the LWML Wyoming District within a congregation, on a campus, in a resident home, or other single setting shall be considered as one (1) unit for the purpose of representation at national conventions.
- c. Individual membership is available to a woman in a Wyoming District LCMS congregation with or without a society affiliated with the LWML Wyoming District.
- d. Individual membership is not considered a society or a unit, and therefore does not have voice or vote.

ARTICLE IV – DISTRICT ORGANIZATION

Section 1

The District LWML shall organize into zones its member societies within congregations, on campuses, in resident homes of the Wyoming District LCMS and those formed in settings other than these. The zones shall conform to synodical circuit lines as nearly as possible.

Section 2

Mission offerings shall be gathered using mite boxes or other voluntary means (See Article XVII).

Section 3

This District LWML shall be under the guidance of the Wyoming District LCMS (See Article XII).

Section 4

To maintain federal tax exemption with the U. S. Internal Revenue Service, this District shall:

- a. immediately after adoption in convention, send the required number of copies of any amendments or revisions of District bylaws to the LWML Structure Committee Chairman.
- b. send any change in name and/or address of the District LWML President to the LWML office in St. Louis, MO.

ARTICLE V – CONVENTIONS AND REPRESENTATION

Section 1

- a. The District Convention shall be held biennially for the purpose of transacting business in the intervening years between national conventions at a place determined by the convention rotation schedule.
- b. Each member society or zone shall be given the privilege of serving as convention host.
- c. An invitation to the next biennial convention shall be given by the next hosting society or zone at the current convention.

Section 2

- a. Every society is entitled to two (2) delegates and two (2) alternate delegates to the convention. The credentials of the elected delegates and alternates shall be in the hands of the District Recording Secretary at the start of convention.
- b. The voting body of the convention shall be the certified delegates or their alternates, the District Executive Committee, and the Zone Presidents.
- c. A majority of the certified delegates shall constitute a quorum.

Section 3

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a place determined in a prior convention.

- a. District representation shall be as follows:
 - 1) Districts may authorize one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units, or major fraction thereof, as of January 1 preceding the convention.
 - 2) Delegates may vote in only one (1) capacity and proxy votes are prohibited.
 - 3) Each certified delegate shall have a certified alternate when possible.
 - 4) The District President shall send the names of the certified delegates and the alternates to the LWML Recording Secretary by March 1 in the odd-numbered years.
 - 5) In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary.

ARTICLE VI—OFFICERS AND ELECTIONS

Section 1

The elected officers shall be: President, Vice President of Christian Life, Vice President of Gospel Outreach, Vice President of Human Care, Vice President of Servant Resources, Recording Secretary, Financial Secretary and Treasurer.

Section 2

- a. The elected officers shall be elected by ballot at the convention to serve a term of four (4) years, and shall not be eligible for re-election to the same office.
- b. The President, Vice President of Servant Resources, Vice President of Human Care, and Treasurer shall be elected at one convention and the Vice President of Christian Life, the Vice President of Gospel Outreach, Recording Secretary and Financial Secretary at the next convention.
- c. A majority vote shall constitute election to office.
- d. Officers shall be installed prior to adjournment of the convention.
- e. Officers shall assume their duties at the close of the convention in which they were elected.
- f. Retiring officers shall deliver all materials and funds, pertaining to their offices, to their successors following the close of the convention, or at a convenient time for each office with District covering expenses if needed.

Section 3

- a. In the event of incapacity of the President or other situation creating a vacancy in the office of President, the Vice President of Servant Resources shall fill the temporary vacancy until the President is able to resume her duties or until the Board of Directors meets to elect a new President (See Article VII, Section 5a).
- b. The Board of Directors shall fill any permanent vacancy occurring in the office of President (see Article X, Section 4 d).
 - 1) The election shall be by ballot vote.
 - 2) The candidates eligible to fill the vacancy shall be the Vice Presidents who are serving in the third or fourth year of their terms of office.
- c. If there is no regularly scheduled meeting of the Board within thirty (30) days of a permanent vacancy in the office of President, a special meeting shall be called by the Vice President of Servant Resources within thirty (30) days of such vacancy for the express purpose of electing a new President.
- d. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by the President and approved by the Executive Committee.

ARTICLE VII – DUTIES OF OFFICERS

Section 1 – The President shall:

- a. preside at all District Conventions, and at all meetings of the Board of Directors and the Executive Committee;
- b. be a member ex-officio of all committees except the Nominating Committee;
- c. appoint additional officers, committee chairmen, and assistants subject to the approval of the Executive Committee;
- d. receive and approve all vouchers for payment of money from the treasury for all legitimately incurred expenditures and bills;
- e. present at the District Convention a Charter of membership to a society upon its approval of membership in the district;
- f. advise Zone Presidents whenever a new society in that zone joins the District organization;
- g. represent the District at the LWML Board of Directors meetings;
- h. present a report to the convention.

Section 2 – The Vice President of Christian Life may perform the duties of the Office of the President in the absence or at the request of the President; and shall:

- a. be coordinator and advisor of the Christian Life Department and chairman of the Christian Life Committee. (See Article XIII, Section 2 and Article XIV, Section 2a);
- b. serve as District Archivist/Historian, keeping an accurate and systematic history of the District LWML and District LWML scrapbook;
- c. prepare history of the District LWML every two (2) years and send a copy of same to the LWML Archivist-Historian.

Section 3 – The Vice President of Gospel Outreach may perform the duties of the Office of the President in the absence or at the request of the President; and shall:

- a. be coordinator of the Gospel Outreach Department and chairman of the Mission Grants Committee. (See Article XIII, Section 3 and Article XIV, Section 3b);
- b. receive mission grant proposals for the District LWML ballot;
- c. present to the Board of Directors, for approval, the grants to be on the District ballot;
- d. make an impartial presentation of the approved proposed grants to the convention;
- e. requisition and disburse grant funds and monitor the progress of each adopted grant until completion;
- f. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted grant until completion.

Section 4 –The Vice President of Human Care may perform the duties of the office of the President in the absence or at the request of the President and shall:

- a. be coordinator and advisor of the Human Care Department. (See Article XIII, Section 4 and Article XIV, Section 2b);
- b. be chairman of the Scholarship Committee (See Article XIV, Section 3 c).

Section 5 – The Vice President of Servant Resources may perform the duties of the office of the President in the absence or at the request of the President; and shall:

- a. fill the temporary vacancy in the office of the President until the Board elects a new one (See Article VI, Section 3 a).
- b. be coordinator and advisor of the Servant Resources Department and chairman of the Structure and Resolutions Committee (See Article XIII Section 5 and Article XIV Section 2 d).
- c. maintain up-to-date copies of the bylaws and guidelines;
- d. forward copies of the District bylaws to all societies, Board of Directors and required number of copies to the LWML Structure Committee Chairman;
- e. serve as chairman of the Bylaws and Resolutions Committee and the Nominating Committee
- f. be authorized to sign checks for the Financial Secretary or Treasurer in an emergency;

Section 6 – The Recording Secretary shall:

- a. record minutes of the District LWML Conventions and meetings of the District LWML Executive Committee and Board of Directors and report to these meetings;
- b. send minutes of these meetings to all members of the District Board of Directors, and to the LWML President;
- c. keep an up-to-date roster of all past District LWML Officers and term of office;
- d. prepare and file in a record book the minutes, a record of current standing rules, a listing of all motions of continuing action adopted at the conventions;
- e. keep an accurate record of the organization of the LWML in the Wyoming District.

Section 7 – The Financial Secretary shall:

- a. receive all money and post an accurate record of receipts;
- b. send check and disbursement report each month to Treasurer;
- c. prepare a quarterly statement for the District LWML Board of Directors;
- d. prepare remittance vouchers and other forms as required;

- e. send equalization information and forms to each society president following the February District Board of Directors' meeting prior to the District Convention;
- f. furnish a fidelity bond for the financial officers at the expense of the District LWML;
- g. submit books for financial review at the close of the fiscal year or upon request of the District Executive Committee.

Section 8 – The Treasurer shall:

- a. apportion all mite box contributions received from the Financial Secretary in such manner that the District LWML retains 75% while 25% shall be remitted to the national LWML;
- b. receive any other monies from the Financial Secretary, keep an accurate record of all receipts and disbursements, and make all payments authorized by the President;
- c. prepare a quarterly statement of receipts and disbursements for the District Board of Directors;
- d. submit books for financial review at the close of fiscal year or upon request of the District Executive Committee.

ARTICLE VIII – NOMINATIONS

- a. The Nominating Committee shall consist of the Vice President of Servant Resources as chairman and three (3) members to be appointed by the chairman of this committee, by the October Executive Committee meeting of the year prior to the LWML District Convention.
- b. Each society, or individual member, shall have the privilege of proposing names of nominees for office and submitting these to the nominating committee. The names of the candidates shall be in the hands of the Recording Secretary by the winter meeting of the Board of Directors prior to the convention.
- c. The Nominating Committee shall submit a slate consisting of at least two (2) candidates for each elective office, who have given their consent to serve if elected.
- d. Further nominations may be made from the floor providing the nominee meets all qualifications for office and is present or has given written consent to such nomination.
- e. Names of the candidates shall appear in alphabetical order on the ballots, which shall be prepared by the Nominating Committee.

ARTICLE IX – APPOINTED OFFICERS

Section 1

The appointed officers of this District shall be Communications Chairman, Secretary to the President, Parliamentarian, and others necessary to facilitate the work of this organization. Appointed members shall be active in the work of the LWML.

Section 2 – The Communications Chairman shall:

- a. be appointed for a term of two (2) years or until her successor is appointed and shall be eligible for reappointment;
- b. be responsible to one of the District Pastoral Counselors as her advisor, the Pastoral Counselor to be designated by the Executive Committee;
- c. be responsible for the compiling of material and the printing of the official publication of the District;
- d. maintain the District website and other internet based communications.
- e. be a member of the Executive Committee and the Board of Directors;
- f. present a report to the District Convention.

- g. serve as public relations director, prior to and after District LWML Convention as well as following Executive Committee meetings.
- h. draft members of the Board of Directors as committee members to monitor internet communications.

Section 3 – The Parliamentarian shall:

- a. be one who is well informed on parliamentary procedure;
- b. advise the President and other officers regarding parliamentary procedures when requested to do so;
- c. serve as an ex-officio member of the Structure Committee
- d. serve as a non-voting member of the convention and Board of Directors.

Section 4 – Secretary to the President shall:

- a. conduct official correspondence of the Executive Committee and report to the Committee and the District Convention;
- b. after conferring with the President may prepare an agenda to be sent to members of the Executive Committee and the Board of Directors, prior to their meetings;
- c. arrange for purchase and printing of stationery for District use;
- d. annually mail a society record card to all societies requesting names and addresses of society officers in order to compile a complete mailing list of societies in the District;
- e. keep a correct mailing list for the Lutheran Woman’s Quarterly.

ARTICLE X – BOARD OF DIRECTORS

Section 1

- a. The District LWML Board of Directors shall be composed of all elected officers (See Article VI, Section 1), Communications Chairman, Christian Life Committee Chairman, Leader Development/HOPE Committee Chairman, Chairman of Young Women, Human Care Committee Chairman and Zone Presidents, each having a voice and vote; the Parliamentarian, Secretary to the President, the Assistant of the Christian Life Committee, Assistant of the Leader Development/HOPE Committee and the Assistant of the Human Care Committee, each having voice but no vote; and District LWML Pastoral Counselors as advisory members, without privilege of vote.
- b. When a Zone President is unable to attend a Board of Directors meeting or a convention, another elected zone officer shall be authorized to attend as the President’s representative, and shall have the privilege of voice and vote.

Section 2

- a. Regular meetings of the Board of Directors shall be held annually.
- b. A committee shall be appointed to check out the facilities in the convention city prior to the April meeting of the convention year.
- c. The time and place for holding other board meetings, except as otherwise provided for, shall be determined by the President with the approval of the Executive Committee.
- d. Special meetings of the Board of Directors may be called upon by the written request of nine (9) members of the Board.
- e. Meetings may be conducted by electronic means.

Section 3

A majority of the Board of Directors shall constitute a quorum.

Section 4

The duties of the Board of Directors shall be:

- a. to transact the business of the District in the interim between conventions;
- b. to promote the work and programs of the LWML;
- c. to determine the time and place of the convention, whenever such selection has not been made at the convention;
- d. Elect a President in the event a permanent vacancy occurs in that office (See Article VI, Section 3 b & c)

ARTICLE XI – EXECUTIVE COMMITTEE

Section 1

The District LWML Executive Committee shall be composed of all elected District Officers (See Article VI, Section 1), Communications Chairman, Christian Life Committee Chairman, Leader Development/HOPE Committee Chairman, Chairman of Young Women and Human Care Committee Chairman, each having a voice and vote; the Parliamentarian, Secretary to the President, the Assistant of Christian Life, the Assistant of Leader Development/HOPE and the Assistant of Human Care Committees and the Assistant of Young Women each having voice but no vote; and the District LWML Pastoral Counselors as advisory members without privilege of vote..

Section 2

- a. be held responsible for faithfully executing the resolutions of the District LWML and promoting its affairs;
- b. consider recommendations, resolutions and appeals for presentation at the District Convention;
- c. prepare the program for the District Convention;
- d. consider applications for membership from societies applying for the same;
- e. encourage zones to hold at least one (1) Rally and one (1) Christian Life Workshop annually to foster mutual encouragement and inspiration. (Rallies shall be attended by a District Representative);
- f. approve appointments of the President;
- g. fill all vacancies occurring in the elected and appointed offices except in the office of President, where the Vice President for Servant Resources shall become President until the Board of Directors elects a new President (See Article VI, Section 3 b&c).

Section 3

- a. Regular meetings shall be held at least three (3) times yearly and may be conducted by electronic means.
- b. Special meetings may be called by the President or at the request of three (3) committee members.

Section 4

A majority of the Executive Committee shall constitute a quorum.

ARTICLE XII – PASTORAL COUNSELORS

Section 1

- a. The Pastoral Counselors shall be two (2) pastors of the LCMS, who shall be selected from the list of names, submitted by the President of the Wyoming District LCMS and have consented to serve if elected.

- b. The names of these candidates shall appear on the election ballot.
- c. One Pastoral Counselor shall be elected at each convention for a term of four (4) years, and shall not be eligible for re-election.

Section 2

- a. serve the Wyoming District LWML in an advisory capacity.
- b. attend all conventions and meetings of the Executive Committee and the Board of Directors at the expense of the District.
- c. attend national conventions in an advisory capacity as determined by the Executive Committee.

ARTICLE XIII – DEPARTMENTS

Section 1

The departments shall be Christian Life, Gospel Outreach, Human Care, and Servant Resources.

Section 2

The Christian Life Department shall consist of the Vice President of Christian Life as coordinator, Communications Chairman, the Christian Life and Leader Development/HOPE Committees, Chairman of Young Women, the Young Woman Representative, and any other committee necessary to perform the duties of the Christian Life Department.

Section 3

The Gospel Outreach Department shall consist of the Vice President of Gospel Outreach as coordinator, Finance Committee, the Mission Grants Committee and any other committees necessary to perform the duties of the Gospel Outreach Department.

Section 4

The Human Care Department shall consist of the Vice President of Human Care as coordinator of the Scholarship Committee, the Human Care Committee and any other committee necessary to perform the duties of the Human Care Department.

Section 5

The Servant Resources Department shall consist of the Vice President of Servant Resources as coordinator, Recording Secretary, Parliamentarian, Structure and Resolutions Committee, Secretary to the President and any other committees necessary to perform the duties of the Servant Resources Department.

Section 6

Respective Department Chairmen shall:

- a. function as liaison between the respective committees in each department and the Executive Committee;
- b. attend the meetings in the department in an advisory capacity;
- c. call meetings of the department when deemed necessary, to plan for the development of the department;
- d. plan programs, present suggestions, and offer help for Kingdom work on the district, zone, and society levels in cooperation with the respective committee chairman.
- e. receive copies of correspondence and reports from the committees in the respective departments;
- f. keep the President informed of the business being transacted in the various departments.

ARTICLE XIV – COMMITTEES

Section 1

The standing committees shall be Christian Life, Human Care, Leader Development/HOPE, and Structure and Resolutions. Other committees shall be Finance, Mission Grants and Scholarship. Their duties shall be in accordance with the LWML guidelines for such committees as found in the LWML Wyoming District Bylaws.

Section 2 – Standing Committees

- a. The Christian Life Committee shall be composed of the District Christian Life Chairman, Christian Life Assistant and the Zone Christian Life Chairman. The committee shall present Christian Life materials to zones and societies in accordance with the LWML recommendations and LWML Wyoming District guidelines.
- b. The Human Care Committee shall be composed of the District Human Care Chairman, Human Care Assistant, and the Zone Human Care Chairmen. The committee shall present Human Care materials to zones and societies in accordance with the LWML recommendations and the LWML Wyoming District Guidelines.
- c. The Leader Development/HOPE Committee shall be composed of the District Leader Development/HOPE Chairman, the Leader Development/HOPE Assistant and Zone Leader Development/HOPE Chairmen and the Chairman of Young Woman Representative. The committee shall present Leader Development/HOPE materials to zones and societies in accordance with LWML recommendations and the LWML Wyoming District Guidelines.
 1. The Chairman of Young Woman Representative shall be appointed by the President, with the approval of the Executive Committee, to serve a term of two (2) years, or until her successor has been appointed, and shall be eligible for one (1) reappointment. Preference will be given to past Young Woman Representatives and alternates. She shall:
 - a) encourage involvement of young women in the LWML as a means of spiritual growth and service;
 - b) invite young women to attend District and LWML conventions;
 - c) administer the District Young Woman Representative program;
 - d) educate young women to the rich joy of serving God and to utilize their gifts as Lutheran Women in Mission;
 - e) report to the Leader Development/Hope Committee.
- d. The Structure and Resolutions Committee shall be composed of the Vice President of Servant Resources and two (2) members appointed by the Executive Committee and shall:
 1. study the bylaws of this District and submit to the Executive Committee for consideration such amendments as seem advisable;
 2. submit required number of copies of changes or amendments approved by the Executive Committee to the LWML Structure Committee for approval before presentation to the convention for adoption;
 3. submit required number of copies to the LWML Structure Committee for filing after adoption by convention.
 4. receive and review all bylaws and amendments of all zones and societies, as to their essential requirements, and approve those not in conflict with the bylaws of district and LWML.
 5. review and submit necessary resolutions for presentation at the District Convention.

Section 3 Other Committees

- a. The Finance Committee shall consist of the financial officers and at least one other member, with the Treasurer as the chairman. They shall function in accordance with this section and Article XVII – Finances.

1. The Finance Committee shall, prior to the convention, request from each society president, information necessary for the compilation of delegate travel expenses to the convention.
 2. The Budget Committee consisting of the Treasurer and at least one (1) other member, shall prepare a budget and present same to the Executive Committee for approval and to the Board of Directors for adoption at the time of the convention.
- b. The Mission Grants Committee with the Vice President of Gospel Outreach as chairman and as many members as is deemed necessary shall:
1. investigate and evaluate each mission grant presented for consideration;
 2. present grants to the Board of Directors for approval;
 3. educate each member of the District about Gospel Outreach.
- c. The Scholarship Committee shall consist of the Vice President of Human Care as chairman and other members of the Human Care Committee and shall:
1. receive applications for scholarships from persons in the Wyoming District LCMS congregations who are planning to attend a Concordia University or Seminary.
 2. use the guidelines prepared by the LWML Wyoming District to recommend recipients for scholarships or student loan reduction in accord with the recommendation of amount and number as given by the Executive Committee and adopted in District convention.

ARTICLE XV – PUBLICATION

The official publication of the LWML Wyoming District shall be the Wyoming District Spiritual Resource Newsletter. Additional publications may be utilized upon the recommendation of the Executive Committee.

ARTICLE XVI – PROJECT PROPOSALS & GRANTS

Section 1

- a. Proposals for consideration as mission grants shall be submitted to the Vice President of Gospel Outreach by January 1 of the LWML District Convention year.
- b. Such proposals may be submitted by individual members, societies, units or zones within the District or LCMS Synodical and District Boards
- c. The Vice President of Gospel Outreach shall submit proposals for consideration as mission grants to the Executive Committee at the winter meeting prior to LWML District Convention.
- d. Emergency Memorials or Resolutions not received in the prescribed time may, by a two-thirds (2/3) vote of the District Executive Committee, be presented to the convention for consideration.
- e. If monies for a selected grant are not used within four (4) years, they will be returned to the treasury for reallocation.

Section 2

- a. No grants are to be made that necessitate permanent subsidy from the funds of this District.
- b. No grants shall be made to cover deficit shortages in the Synodical treasury of this District.

ARTICLE XVII – FINANCE

Section 1

All regular mission offerings in the local societies shall be collected through mite boxes or other voluntary means and shall be forwarded to the District Financial Secretary at least four (4) times a year. The District shall remit 25% of such regular mission offerings to the LWML at least four

(4) times a year for the approved grants and administration of the national organization, 75% shall be retained in the District treasury for the approved District grants and administration of the District LWML.

Section 2

The expenses of meetings of the Board of Directors, Executive Committee and Departments and other routine administration expenses incurred in the management of the LWML shall be paid from the District LWML treasury.

Section 3

- a. District Convention delegate equalization is for travel only. Registration fees, lodging and meals for delegates to the District LWML Convention may be paid by the society.
- b. Zone Delegate expenses to the national LWML Convention shall be the responsibility of the respective zone.

Section 4

Voluntary offerings received at convention shall be applied to the adopted grants.

Section 5

Zones shall not undertake monetary projects of their own, but they may have zone in-gatherings, and collect registration fees at zone events for funding convention delegates' travel and for speakers' fees, etc.

ARTICLE XVIII – FISCAL YEAR

The fiscal year of the Lutheran Women's Missionary League of this District shall be from April 1st to March 31st inclusive.

ARTICLE XIX – EMERGENCY ACTION

In the event of a great emergency such as war, epidemic, disaster or other prevailing condition making the holding of a convention inadvisable, the Executive Committee shall decide whether the convention shall or shall not be held; a two-thirds (2/3) vote of the Executive Committee shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedures for conducting routine convention business. Such procedures shall be approved by the Board of Directors.

ARTICLE XX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the LWML Wyoming District in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of the LWML District and conform to the rules of the Wyoming District LCMS.

ARTICLE XXI – AMENDMENTS

The bylaws of this LWML Wyoming District may be amended at the convention by a two-thirds (2/3) vote of the assembled voting body, provided at least ninety (90) days' written notice has been given to all societies, or provided that the proposed changes have been presented at a previous convention.

Proposed changes of the bylaws must be presented to the Executive Committee and the LWML Structure Committee for consideration and approval.

By unanimous vote, a proposed amendment may be presented to the convention without previous notice. A three-fourths (3/4) vote of the assembled voting body shall be required for adoption.

Adopted May 15, 1971

(Revisions Adopted May 6, 1972)

(Revisions Adopted June 1976)

(Revisions Adopted June 7, 1980)

(Revisions Adopted June 25, 1988)

(Revisions Adopted June 1994)

(Revisions Adopted June 26, 1998)

(Revisions Adopted June 14, 2002)

(Revisions Adopted June 18, 2010)

(Revisions Adopted June 14, 2014)

(Revisions Adopted June 24, 2016)