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BYLAWS
of
PONCA CITY ZONE
LUTHERAN WOMEN'S MISSIONARY LEAGUE
OKLAHOMA DISTRICT

ARTICLE I - NAME

The name of this organization shall be the Ponca City Zone of Oklahoma District Lutheran Women's Missionary League (hereinafter referred to as LWML) composed of societies and individuals within the congregations of the Ponca City Circuit of the Oklahoma District of the Lutheran Church--Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II - OBJECT

The object of the zone shall be:

- a. to develop and maintain a greater mission consciousness among the women of the Zone LWML through Mission Education, Mission Inspiration and Mission Service;
- b. to encourage and support participation at society, zone, district and LWML levels;
- c. to implement the programs and policies of the District LWML.

ARTICLE III - MEMBERS

Section 1

- a. A women's organization within a congregation of the LCMS, on campuses or in resident homes shall be eligible for membership as societies
- b. One (1) or more societies affiliated with the District within a congregation, on a campus, in a resident home, or in other settings, shall be considered one (1) unit.
- c. A woman who is a communicant member of a LCMS congregation is eligible for membership in a society
- d. Women who hold communicant membership in a LCMS congregation may form a society in a setting other than a congregation, a campus, or a resident home upon approval of the District.
- e. Individual membership is available to a woman who is a communicant member of a LCMS congregation, with or without a society. Individual membership is not considered a society or a unit.

Section 2

- a. A society or individual may join the District by making application to the District President.
- b. A society or individual may sever membership with the District by submitting a written resignation to the Zone President or the District President. This withdrawal shall be acted upon at the next called session of the District Board of Directors.

ARTICLE IV - ZONE ORGANIZATION

Section 1

Societies shall be formed into zones following LCMS circuit lines as closely as possible. The zones shall:

- a. promote the object of the LWML - Mission Education, Mission Inspiration and Mission Service;
- b. provide geographical areas to facilitate Fall Events, Spring workshops and special gatherings;
- c. conduct Fall Events annually, host Spring workshops, training sessions and special meetings;
- d. elect delegates to LWML conventions.

Section 2

Zones shall be united to form the District LWML which shall be under LCMS District guidelines.

ARTICLE V - ZONE EVENTS & CONVENTION REPRESENTATION

Section 1

A Zone Fall Event shall be held annually for the purpose of Bible study, sharing objectives and programs of LWML, for fellowship and for transacting the business of the zone.

- a. The voting assembly of the Fall Event shall be three (3) certified delegates from each unit having 20 members or fewer and one (1) certified delegate for each additional 10 unit members or a major fraction thereof.
- b. Each certified delegate shall have a certified alternate;
- c. In the event neither the delegate nor the alternate is able to serve, another member of the same unit may serve as delegate upon certification by the President of a society in that unit.
- d. One third (1/3) of affiliated units shall constitute a quorum.
- e. The pastor of the host unit shall be advisor for the event.
- f. The offering for mites shall be remitted to the District Financial Secretary.

Section 2

The voting assembly of the District Convention which is held biennially in even-numbered years shall be:

- a. three (3) certified delegates from each unit having 20 members or fewer and one (1) certified delegate for each additional 10 unit members or major fraction thereof.
- b. Each certified delegate shall have a certified alternate.
- c. The credentials of certified delegates and alternates shall be in the hands of the registration chairman at least four (4) weeks prior to the convention.
- d. In the event neither the delegate nor the alternate is able to serve, another member of the same unit may serve as delegate upon certification in writing by the President of a society in the unit and upon presentation to the convention registrar.

Section 3

Zone voting representation at LWML conventions which are held biennially in the odd-numbered years shall be:

- a. one (1) elected delegate from each zone having 10 or fewer units and one (1) elected delegate for each additional 10 units or major fraction thereof, as of January 1 preceding the convention.
- b. Each elected delegate shall have an elected alternate.
- c. The name of the delegate and the alternate shall be presented to the District President for certification six (6) months prior to convention.
- d. 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 convention registrar.

Section 4

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

Section 5

A majority of the registered voting assembly shall constitute a quorum.

Section 6

A person nominated for an office cannot be a teller for the election process.

ARTICLE VI - OFFICERS and ELECTIONS

Section 1

The elected officers shall be:

President

Vice President
Secretary-Treasurer
Pastoral Counselor

Section 2

- a. The elected officers shall be elected at the Zone Event in even numbered years and serve a term of two (2) years or until a successor is elected, and shall be eligible for one (1) re-election. These officers shall assume their duties immediately following the Fall Event.
- b. A majority vote shall elect.
- c. In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.

ARTICLE VII - DUTIES OF OFFICERS

Section 1

The Zone President shall:

- a. be a voting member of the District Board of Directors;
- b. preside at Zone Events and special meetings and be program director of these events;
- c. be Zone Reporter, Membership Secretary and Distributor of Mite Boxes;
- d. relay to the District Board of Directors a specific date, town and host society for the zone Fall Events and Spring workshop;
- e. provide a name for pastoral counselor candidate from her zone to the District Board of Directors;
- f. be authorized to send monies to the District Financial Secretary in case of a vacancy in the office of Secretary - Treasurer.

Section 2

The Zone Vice President shall:

- a. perform the duties of the office of the President in the absence or at the request of the President;
- b. serve as Christian Life Chairman of the zone;
- c. attend meetings to prepare for Bible studies which are provided by the District Christian Life Committee for Fall Events or Spring workshops.

Section 3

The Secretary-Treasurer shall:

- a. record the minutes of meetings and forward a copy to the District President, the Zone President and societies in her zone;

- b. remit offering and all remaining monies from Zone Event registration to the District Financial Secretary. The Zone does not maintain an active treasury.

Section 4

The Pastoral Counselor shall:

- a. pray frequently for the LWML Zone officers and members;
- b. serve the Zone in an advisory capacity;
- c. attend Zone Events, Spring Workshops and meetings of the Zone Board of Directors as a non-voting member.

ARTICLE VIII -NOMINATIONS

A zone member shall be elected at the Fall Event in even-numbered years to represent her zone on the District Nominating Committee.

ARTICLE IX - APPOINTED OFFICERS

Section 1

The appointed officers shall be Human Care, Gospel Outreach, Servant Resources, Public Relations and Archivist-Historian and shall:

- a. be appointed by the Zone President;
- b. serve a term of two (2) years or until their successors are appointed;
- c. be directly responsible to the President.

Section 2

The Human Care Officer shall:

- a. alert members to opportunities and challenges for mission service in the church community and world;
- b. encourage active participation and provide materials and suggestions for mission service projects.
- c. coordinate zone mission projects.

Section 3

The Gospel Outreach Officer shall:

- a. provide materials and suggestions to encourage greater mission consciousness and active participation among the women of the zone;
- b. present mission grant ideas for the District Convention to the President.

Section 4

The Servant Resource Officer shall:

- a. encourage and equip women to reach out in love;
- b. provide materials and training to enable each LWML member to increase skills for leadership in LWML;
- c. create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase membership within their societies.

Section 5

The Archivist-Historian shall:

- a. compile and maintain a history of the zone.

Section 6

The Public Relations Officer shall:

- a. be a liaison for communication between the Zone and the District.

ARTICLE X - VACANCIES

Section 1

Should a vacancy occur in the office of Zone President, the Vice President shall assume that office immediately and retain it for the remainder of that term. She shall be eligible for election to a regular term.

Section 2

Should a vacancy occur in any other elected office, the President may appoint a replacement to serve until the next Fall Event. She shall be eligible for a regular term.

ARTICLE XI - FINANCES

Section 1

- a. Mite offerings in societies shall be gathered, using Mite Boxes or other means.
- b. Mite offerings shall be remitted to the District Financial Secretary monthly, if possible, but not less than quarterly.
- c. Offering is remitted to the District Financial Secretary following the Zone Event and Spring Workshop.
- d. Convention Delegate Fund money is remitted by societies to the District Financial Secretary annually based on membership.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the proceedings of the Zone in all cases to which they are applicable and in which they are not inconsistent with the bylaws, guidelines or Christian principles.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended by a three-fourths (3/4) vote of the delegates present and voting at a Zone Event.