

# **Constitution of Women of the North American Lutheran Church of Mid Northeast Mission District**

## **Preamble**

We, members of Women of the North American Lutheran Church of Mid Northeast Mission District, hereafter known as WNALCMNMD, desire to be an instrument of the Holy Spirit in obedience to the commission of the Lord under the guidance of the North American Lutheran Church to further and support its work by providing Christian edification and fellowship. We do hereby agree to abide by this constitution and the applicable constitution and by-laws of the Women of the North American Lutheran Church, hereafter known as WNALC.

## **Article I Name**

The name of this organization shall be Women of the North American Lutheran Church of Mid Northeast Mission District.

## **Article II Purpose and Relationship**

### *Section 1. Purpose*

The purpose of this organization shall be to assist the congregations in ministry and mission to all whom it can reach with the gospel of Jesus Christ. Its responsibility, loyalty and service shall first be to its own district. It shall commit to the four attributes of the NALC: Christ Centered, Mission Driven, Traditionally Grounded and Congregationally Focused.

### *Section 2. Relationship*

This organization shall be affiliated with the official auxiliary of WNALC and with other congregational Lutheran Women's organizations within the boundaries of its district.

## **Article III Membership**

*Section 1.* The membership of this organization shall consist of the women who subscribe to the purpose of the WNALC.

*Section 2.* Only members of these congregations shall be eligible to hold office in this organization or be eligible to serve as a delegate.

*Section 3.* This organization shall be a member of the WNALC.

## **Article IV Meetings**

*Section 1.* General meetings of this organization shall be held twice a year, spring and fall.

*Section 2.* There shall be an annual election, budget approval and other pertinent business at the fall meeting in accordance with the by-laws.

## **Article V Leadership**

*Section 1.* The officers of this organization shall consist of a president, vice-president, secretary and treasurer.

*Section 2.* The Standing Committees may be established by the executive board as it deems necessary.

*Section 3.* The Executive Committee consists of the four officers.

*Section 4.* The Executive Board shall consist of the officers, four elected board members and a clergy representative. The clergy representative has voice only. The Executive Board shall meet at least four times a year.

*Section 5.* Duties of the officers, Executive Board and Standing Committees are detailed in the by-laws.

*Section 6.* There shall be a Nominating Committee consisting of a chairman appointed by the president. Two additional members will be appointed by the Executive Board.

#### **Article VI Circles**

*Section 1.* The Executive Board will support the establishment of Circles in each congregation.

*Section 2.* Each Circle shall have the secretary/treasurer remit dedicated offerings to the WNALCMNMD on a quarterly basis.

#### **Article VII By-Laws and Amendments**

*Section 1.* This constitution may be amended at any bi-annual or special meeting of this organization by a two-thirds vote of the members present and voting provided the proposed amendment has been presented to a previous meeting of all members and is not in conflict with the purpose of WNALC.

*Section 2.* By-laws, not in conflict with this constitution, may be adopted at any bi-annual meeting or at a special meeting called for this purpose.

### **By-Laws**

#### **Section I Duties of Officers**

*Item 1. The President* shall preside at all meetings of the WNALCMNMD, the Executive Committee, and the Executive Board. She shall have general supervision of the workings of this organization. She is ex-officio member of all committees except the nominating committee.

*Item 2. The Vice-President* shall, in the absence of the president, assume all the duties and power of the president.

*Item 3. The Secretary* shall keep an accurate record of the proceedings and business transactions of the WNALCMNMD, the Executive Committee and the Executive Board. She shall prepare all announcements for all meetings and notify each member congregation. She shall also maintain a current roster of all congregations and current Circle officers.

*Item 4. The Treasurer* shall be responsible for all finances of WNALCMNMD. She shall receive all income and disburse funds according to the adopted budget. She shall disburse other funds as authorized. She shall prepare a printed financial report for every executive and general meeting. She shall prepare an annual report for the fall general meeting.

*Item 5.* An audit of the treasurer's book shall be done at the close of each calendar year and a report presented at the spring general meeting. The Audit committee will be appointed by the Executive Board. An external audit will be done triennially.

#### **Section II Duties of the Executive Committee and Executive Board.**

*Item 1.* Duties and power of the Executive Board shall be:

- a. To prepare the agenda for the general meeting.
- b. To fill vacancies of officers and/or chairs as they occur prior to the next election.
- c. To prepare an annual report for presentation to the WNALC and for the fall general meeting.



- d. To interpret the purpose of the WNALCMNMD.

*Item 2.* The duties of the Executive Committee:

To conduct any urgent business between Executive Board meetings.

### **Section III Terms and Elections**

*Item 1.* Officers and Executive Board members shall be elected at the fall general meeting for a term of three years. They shall be eligible for two consecutive terms with the exception of the treasurer who shall have no term limits.

*Item 2.* Elections shall take place at the fall general meeting of the WNALCMNMD. Newly elected officers and Executive Board members shall assume office January 1 of the following year.

*Item 3.* This organization shall operate on a calendar year, January 1 to December 31.

### **Section IV Committees**

*Item 1.* The Nominating Committee shall consist of at least three persons to present a slate of officers and Executive Board members for election at the fall general meeting.

*Item 2.* The Standing Committees shall meet the following concerns:

- a. Faith and Life
- b. Outreach and Fellowship
- c. Mission Service

### **Section V Finances**

- a. Offerings shall be received at all general meetings.
- b. General meeting offerings shall be for the general operation of the WNALC, WNALMNMD and missions selected at the fall general meeting.
- c. The treasurer's records shall be audited every year by an audit committee using standard accounting procedures. The report shall be reviewed by the Executive Board and presented at the spring general meeting.

### **Section VI Parliamentary Authority**

Roberts' Rules of Order, latest edition, shall be the authority on parliamentary law in all cases where they are applicable and are not in conflict with the by-laws of this organization.