

**THE WOMEN OF THE NORTH AMERICAN LUTHERAN CHURCH
(the WNALC)**

OPERATIONAL GUIDELINES

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CHAPTER 1 NAME

- 1.01 The name of this organization shall be the Women of the North American Lutheran Church.
- 1.02 The Women of the North American Lutheran Church is a ministry organization of the North American Lutheran Church, hereafter referred to in the Operational Guidelines as the WNALC.
- 1.03 The WNALC shall abide by the Operational Guidelines within this document and shall operate under the authority of the constitution of the North American Lutheran Church.

CHAPTER 2 MISSION STATEMENT

As sisters in Christ, we dedicate ourselves to guide and direct the Women of the North American Lutheran Church in their efforts to move forward in faith and mission, through prayer and evangelism, with the Holy Scriptures as the final authority in all matters.

CHAPTER 3 PURPOSE

- 3.01 The purpose of the WNALC shall be to support the women's ministry within congregations of the North American Lutheran Church with the goal of mutual support and encouragement as a community in faith, hope and love.
- 3.02 The WNALC shall assist congregational women's ministries in mission, study of God's Word, fellowship and service in Christ's name.
- 3.03 The WNALC shall provide guidance to congregations of the NALC who are forming new women's ministries.

CHAPTER 4 **MEMBERSHIP**

Members of the WNALC shall be:

- 4.01 Any women's ministry in a congregation of the North American Lutheran Church.
- 4.02 Any woman who is a member of a North American Lutheran Church congregation that does not have a women's ministry within the congregation or is trying to form a women's ministry within the congregation. Such membership shall be by proclamation of any woman and under the specification of this section.
- 4.03 The WNALC shall keep a roster of the women's ministries in the congregations that are members of the WNALC. In addition it shall keep a roster of any woman who desires to be an individual member of the WNALC as stated in 4.02.

CHAPTER 5 **LEADERSHIP**

- 5.01 The leadership of the WNALC shall consist of a governing board known as The Women's Council (TWC) comprised of seven (7) members.
- 5.02 The Women's Council shall have the authority to conduct business with a quorum of at least four of the seven members of The Women's Council present at scheduled or special called council meetings.
- 5.03 The Women's Council may call a special meeting at the request or by affirmation of at least four of the seven members of TWC.
- 5.04 Should a special meeting be called, all members of The Women's Council shall be notified prior to the meeting.
- 5.05 In accordance with Chapter 4 of this document, all members of The Women's Council shall be a member of a congregation in the North American Lutheran Church. Should any member of The Women's Council no longer be a member of a North American Lutheran Church congregation, her position will be considered vacated.
- 5.06 The Women's Council shall have a regularly called meeting directly after the Annual Gathering with all the returning and newly elected members of TWC for the purpose of electing the four officers of The Women's Council. They shall elect a Chair, a Vice-Chair, a Recording Secretary, and a Treasurer.
 - 5.06a. No member of The Women's Council may serve in more than one officer position simultaneously.

- 5.06b. The Chair shall have oversight of The Women’s Council and shall chair all TWC meetings as well as the Annual Gathering or any special called meetings of the WNALC.
- 5.06c. The Vice-Chair shall be an assistant to the Chair of the WNALC and be advised of all activities of the WNALC. Should the Chair be unable to fulfill her duties, the Vice-Chair shall act as Chair fulfilling all the duties required by this document.
- 5.06d. The Recording Secretary shall keep an accurate record of the proceedings and business of the WNALC and The Women’s Council. All minutes shall be made of record and adopted at the next meeting of the WNALC or TWC and shall be kept as a public record.
- 5.06e. The Treasurer shall serve as a liaison between the WNALC, The Women’s Council, and the NALC Financial Administrator. In addition the Treasurer shall:
1. Provide for disbursements and account for expenses for the WNALC and The Women’s Council through the NALC Financial Administrator with a procedure that provides ability to audit and with financial accountability.
 2. Provide financial oversight for the WNALC and insure integrity in all financial matters.
 3. Provide a written acknowledgement, to the giver, of all gifts received through the NALC Financial Administrator designated for the WNALC or The Women’s Council.
 4. Shall prepare a financial report for each meeting of The Women’s Council. In addition she shall prepare a financial report for the Annual Gathering which shall become a part of WNALC Chair’s annual report.
 5. The Treasurer shall be chair of the Budget Team.
 6. The Treasurer shall present a proposed budget at the Annual Gathering of the WNALC.
- 5.07 If any member of The Women’s Council is unable to fulfill the term for which she has been elected, The Women’s Council may appoint a temporary replacement, with the approval of at least four members of TWC, to serve until the next Annual Gathering.
- 5.07a. If the person unable to fulfill her term is an officer on The Women’s Council, then a replacement officer shall be elected at the next TWC meeting from among The Women’s Council members, subject to 5.06a.

5.07b. The temporary replacement appointment of any woman to The Women's Council will be considered as one year in order to maintain the integrity of the term of office. Regardless of the amount of the replacement time served, if elected at the next Annual Gathering, the time served shall be considered as a whole term and subject to re-election terms of 7.03a

5.08 The duties and functions of The Women's Council shall include but are not limited to:

5.08a. Act as board of directors and provide administration for the WNALC.

5.08b. In accordance with the goal of Chapter 4 of this document, involve all the women's ministries in individual congregations in the greater ministry of the WNALC.

5.08c. Recommend resources and offer help, support, and guidance for congregational women's ministries, encouraging growth in faith and ministry.

5.08d. Recommend study materials, Bible studies, and devotions to help fulfill the mission of the WNALC.

5.08e. Develop and then continue long-range planning to be presented at the Annual Gatherings.

5.08f. Provide guidance for newly forming women's ministries in congregations.

5.08g. Propose the annual budget for the WNALC at the Annual Gatherings.

5.08h. Prepare an agenda and a program for each Annual Gathering.

5.08i. Create and oversee ministry teams and task forces as needed to accomplish the mission of the WNALC.

5.08j. Maintain a roster of the congregational women's ministries within the NALC and the individual women who are members of the WNALC in accordance with sections 4.02 and 4.03.

- 5.08k. Prepare a comprehensive report annually to present to the WNALC membership, the NALC Executive Board, the NALC General Secretary, and the NALC Financial Officer.
- 5.08l. Promote a culture of peace and good will.
- 5.08m. Be examples, corporately and individually, of godly behavior.
- 5.08n. Develop and maintain relationships with those church bodies with which the NALC has formed official relationships.

CHAPTER 6 MEETINGS

6.01 Convening

- 6.01a. The WNALC shall meet annually and this Gathering shall be the highest legislative authority for the WNALC.
- 6.01b. Special meetings may be called by the Chair of The Women's Council with the consent of all TWC or may be called at the request of two-thirds of the member women's organizations of the congregations of the NALC.
- 6.01c. All eligible delegates represent their congregational women's ministries.
- 6.01d. A majority of the delegates in attendance at the Annual Gathering shall constitute a quorum.

6.02 Representation

The voting delegates of the Annual Gathering or any special called meeting shall consist of The Women's Council plus one person from each NALC congregational women's ministry who are present and not represented by a member of TWC.

6.03 Procedures

- 6.03a. Notice of the Annual Gathering shall be given at least three months in advance.
- 6.03b. Notice of a special called meeting shall be given at least one month in advance.
- 6.03c. A special meeting shall transact only such business that relates to the reason for which the special meeting was called.

CHAPTER 7 ELECTIONS

- 7.01 Members to The Women's Council shall be elected at the Annual Gathering meeting of the WNALC.
- 7.02 Terms for The Women's Council shall be two years.
- 7.03 A member of The Women's Council may serve two consecutive terms. If she is not reelected to a second term or if two consecutive terms (four years) are served, a minimum of two years from the end of her terms(s) served must elapse before she is eligible for election to another term of service.
- 7.03a. The election of any woman who was appointed as a temporary replacement on The Women's Council will be eligible for a one year term in order to maintain the integrity of the terms of office and to assure staggered terms.
- 7.04 A Nominating Team shall be formed in order to receive nominations and conduct elections. Nominations may be made in the following ways:
- 7.04a. An individual nominated by a member WNALC women's ministry.
- 7.04b. Any woman who is a member of the WNALC by self-nomination.
- 7.04c. Any woman who is a member of the WNALC may be nominated from the floor by another member of the WNALC with that woman's approval.
- 7.05 Eligibility for Candidacy
- 7.05a. Any member of the WNALC who is in good standing in accordance with Chapter 4 of this document is eligible to serve on The Women's Council.
- 7.05b. Only one woman per congregation may serve on The Women's Council at a time.
- 7.05c. Nominees should grant, prior to becoming a candidate, a willingness to serve on the The Women's Council should they be so elected.
- 7.05d. Nominees shall complete a candidacy form provided by The Women's Council.
- 7.05e. Eligibility for candidacy shall be determined by the Nominating Team prior to the election.

- 7.05f. If a candidate is nominated from the floor, the requirements of this section (a. through e.) shall apply. A biography shall be verbally presented to the delegates of the Annual Gathering prior to the election. The collected information shall be made available to all the membership of the WNALC as soon as possible.
- 7.06 The Nominating Team shall present the slate of candidates who have been verified as eligible, along with their candidacy forms and biographies, to all the delegates present at the Annual Gathering as well as, when possible, to the whole membership of the WNALC. Likewise the Nominating Team shall prepare a ballot of all the candidates eligible for nomination.
- 7.07 Voting delegates at the Annual Gathering shall include the members of The Women's Council and one member from each congregation not represented by a member of TWC.
- 7.08 Voting delegates shall vote to fill each of the open positions on The Women's Council. The ballot shall declare the number of vacancies as the number of votes that may be cast. Any ballot that has more than the declared number shall be declared an invalid ballot. Any ballot that has the declared number or less shall be declared a valid ballot. By the order of the number of votes received, the candidates with the most votes shall fill the positions available in descending order until all positions are filled for which the election is held.

CHAPTER 8 FINANCIAL

As a ministry of the NALC, all financial transactions will be handled by the NALC Financial Administration. The WNALC shall develop and adopt its own budget that shall reflect the support for the total program. Each congregational women's ministry shall be encouraged to contribute. The Women's Council may suggest an amount in order to meet the proposed budget.

- 8.01 The fiscal and budget year for the WNALC shall be January 1st through December 31st.
- 8.02 Financial gifts to the WNALC shall be made through the NALC Financial Administration Office. They will manage deposits and expenditures in an account designed for the WNALC. A statement of deposits and expenditures on behalf of the WNALC shall be forwarded to the WNALC Treasurer and Chair.
- 8.03 A financial report for the previous fiscal year shall be made available at the Annual Gathering.

- 8.04 The Women's Council will identify areas of need, including operating and program costs, in an annually proposed budget.
- 8.05 Each congregational women's ministry will decide the amount of the financial support they wish to give to the WNALC.

CHAPTER 9 MISSION DISTRICTS

- 9.01 Congregational women's ministries may join in collaboration to fulfill most effectively the ministry and mission of the WNALC. Regional subdivisions should follow the delineations of the NALC Mission Districts.
- 9.02 An Advisory Board may be developed with a member from each Mission District.
 - 9.02a. The Advisory Board should function as a liaison to The Women's Council, offering suggestions and feedback from the represented women's ministries.
 - 9.02b. The Advisory Board should function as a source of communication for the women's ministries located within the represented Mission Districts.
 - 9.02c. The Advisory Board serves in an advisory capacity only. No power or authorities are to be granted that belong to The Women's Council except where explicit direction is passed along through the Advisory Board for the implementation of a specific women's ministry or group of women's ministries.
 - 9.03d. Any meeting of the Advisory Board shall include at least one member of The Women's Council.

CHAPTER 10 MINISTRY TEAMS

The Women's Council shall appoint Ministry Teams to conduct the business of the WNALC.

- 10.01 Each Ministry Team shall include at least one member of The Women's Council.
- 10.02 Standing Ministry Teams shall be developed for:
 - 10.02a. The Communication Team shall include, but is not limited to, providing adequate communication for the WNALC, such as a website, newsletter, social media, and coordination with the NALC webmaster.

- 10.02b. The Budget Team shall develop a financial plan in the form of a budget which takes into consideration the financial support for the total program of the WNALC. This Team may suggest a budget based upon an estimate of income from congregational and Mission District women's ministries.
- 10.02c. The Nominating Team shall solicit and validate candidates for The Women's Council and oversee the WNALC election process.
- 10.02d. The Spiritual Growth Team shall compile sources for Bible studies and devotions.
- 10.02e. The Mission Support Team shall work with the NALC Mission Director's office to provide information about mission opportunities.
- 10.02f. The Fellowship and Community Team shall develop and share ideas for programs, retreats, and fellowship opportunities for the members of the WNALC.

10.03 Other Ministry Teams may be formed by The Women's Council.

CHAPTER 11 AMENDMENTS

- 11.01 These Guidelines may be amended at any Annual Gathering of the WNALC by two-thirds affirmative vote of eligible delegates present and voting. Any amendments to these Guidelines shall so amend these Guidelines upon the required ratification of this section and shall change affected portions of these Guidelines after ratification by the women's ministries that are members of the WNALC.
- 11.02 Amendments to the WNALC Guidelines may be proposed by any member of the WNALC.
 - 11.02a. The proposed change must be made in writing to The Women's Council at least 90 days before the Annual Gathering.
 - 11.02b. The Women's Council shall notify each congregational women's ministry of the proposal, and their recommendation, at least 30 days prior to the Annual Gathering.

- 11.02c. Any amendment or amendments shall be voted upon at the Annual Gathering, or at a special called meeting of the WNALC with the proposed changes as part of or the reason for the special meeting. 11.01 shall apply to said vote.
- 11.02d. The proposed amendment adopted at the Annual Gathering shall be made available to each congregational women's ministry. They will have six (6) months from the time of the ratification by the delegates at the Annual Gathering, or special called meeting, responding in writing or by electronic transmission, of their vote on the proposed changes.
- 11.02e. For ratification to be valid, at least two-thirds of the congregations belonging to the WNALC at the close of the Gathering that approved the amendments must have voted on the question. Abstentions shall not be considered for purposes of either counting the number of congregations that have voted on ratification or of determining whether two-thirds majority has been achieved.
- 11.02f. At the end of the six (6) months, votes will be counted according to 11.02e. and the proposed amendments shall be deemed accepted or rejected. If accepted, refer to 11.01.
- 11.03 No proposed amendment shall be in conflict with the constitution or by-laws of the NALC or with the purpose of the WNALC Operational Guidelines.
- 11.04 The Women's Council shall have the authority to enact Continuing Resolutions. Such resolutions shall not conflict with the constitution or by-laws of the NALC, the WNALC Operational Guidelines, or with the purpose of the WNALC. Continuing Resolutions may be enacted or amended by a majority vote of The Women's Council.

CHAPTER 12 PARLIAMENTARY AUTHORITY

Robert's Rules of Order, latest edition, shall be the authority on parliamentary proceedings in all cases where they are applicable and are not in conflict with the Operational Guidelines, constitution, or by-laws of the NALC or the WNALC.