

STANDING POLICIES and PROCEDURES

*Lutheran Women's Missionary League Montana District
Board of Directors (BOD)*

BOARD OF DIRECTORS (BOD) MEETINGS

Traditionally there are two BOD meetings a year, generally in October and February. An alternate date for each meeting is usually set. (Established practice)

During LWML Montana District Convention years, if at all possible, the February BOD meeting will be held at the District Convention location. The opening day of convention there will be an afternoon Pre-Convention BOD meeting. A post-convention meeting for new, returning, and retiring BOD members will be held immediately following the convention. (Established practice)

Every effort is made to establish a two-year calendar for meetings and conventions at the fall meeting of the new biennium. (Established practice)

The attendance of BOD members present at only a portion of official BOD meetings will be noted in a footer to the meeting's Roll Call. (Established practice, 02-2018, p.1)

Minutes of official BOD meetings will be reviewed and approved by the appointed Minutes Review Committee, signed by the District President and District Recording Secretary, filed in pdf format, and distributed by the District Recording Secretary to the BOD, LCMS Montana District President, and LWML President. (Established practice; 02-2018, p.1; Bylaws: Article VI. 3. a.)

Procedure: Final minutes are to be sent to the BOD, LCMS Montana District President, and LWML President in pdf format. (Established Practice)

BOARD OF DIRECTORS (BOD) REPORTS

BOD reports will be prepared by BOD members as directed by the District President. (Bylaws: Article VII. 4.)

Procedure: The reports state what has been accomplished for each office since the last BOD meeting. (Post-Conv. 2010, p. 3)

Procedure: If an officer feels a specific item in the written report should be included in the minutes, it should be underlined in the report or mentioned as needing to be included. (10-2008, p. 8)

Procedure: If an officer has no written report, what is given as an oral report will be included in the minutes. (10-2008, p. 8)

Procedure: If an officer has submitted a special report and feels a specific item should be included in the minutes, it should be underlined in the report or mentioned as needing to be included. (10-2018. p. 5)

BYLAWS

When the LWML Structure Committee receives proposed bylaws changes from the District, it may respond to the District's proposed changes, as well as other wording changes. The District Structure Chairman may be authorized to make these changes in advance as long as the intent of the original proposal is not changed. Other changes may be significant enough that they must be brought before the entire BOD. (02-2008, pp. 4-5; rev. 02-2014, p. 5)

CHRISTIAN GROWTH

Christian Growth in the District is identified as activities and programs that promote the growth of the LWML and encourage many forms of Christian growth among the BOD and membership. (02-2010, p. 8; rev. 10-2010, p. 3; rev. 10-2012, p. 2)

Procedure: Young Woman Representatives (YWRs) are selected to attend the LWML Convention to encourage their participation in the LWML. (Established practice)

Procedure: The Junior Pastoral Counselor attends the LWML Convention to acquaint him with the mission and programs of the LWML. (Established practice)

Procedure: Potential leaders in the District are selected to attend LWML Leadership Training to encourage them to become more active in leadership roles. (Established practice)

Procedure: All expenses for Christian growth will come from the Administrative Expenses Account. (02-2016, p. 2; rev. Conv. 2016, p. 4)

CREDIT CARD

The LWML Montana District will secure a credit card to be used only for District business. (02-2009, p.14)

Procedure: The credit card will have no fees and an expiration date after June. (02-2009, p. 14)

Procedure: Authorized signers will be the District Treasurer and the District President. (02-2009, p. 14)

Procedure: The credit card may be used to set up an account for shipping return inventory to LWML following the LWML Montana District Convention. (10-2013, p. 3)

DELEGATE FEES

All societies shall annually remit fees to the Delegate Fund through the District Financial Secretary. (Bylaws: Article XII. 3. b.)

Procedure: Fees to the Delegate Fund will be \$7 per active member effective November 1, 2012. (04-2012, p. 5)

DISTRICT CONVENTION

District Convention will be held in the spring (April or May) of even-numbered years. (Established practice)

District Convention registration shall be by congregational societies, each society having the privilege of sending two (2) delegates for every ten (10) members or major fraction (6 or more) thereof. (Bylaws: Article X. 1. b.)

District convention will follow the host church's communion policy. The Friday evening service is the responsibility of the Pastoral Counselors. (10-2005, p. 5; rev. 02-2019, p. 7)

All attendees must register. (Established practice)

Procedure: Fees for the BOD and past LWML Montana District Presidents will be paid from the Administrative Expenses Account. (10-2011, p. 7; rev. Conv. 2016, p. 4)

Procedure: Fees for pastors will be waived except for their banquet tickets. The cost of tickets for participating pastors who choose to attend the banquet will be paid from the Administrative Expenses Account. Non-participating pastors who choose to attend the banquet will pay for their own tickets. (10-2009, p. 8; rev. *Montana Manual*, Guidelines, and Financial Policies; rev. Conv. 2016, p. 4)

Procedure: The fees for guest speakers will be waived except for their banquet tickets which will come from the Administrative Expenses Account. (10-2009, p. 8; *Montana Manual*, Guidelines, and Financial Policies; rev. Conv. 2016, p. 4)

Procedure: The fee of the LWML Representative will be a cost of the District Convention Host Committee. (10-2012, p. 6)

Procedure: The District Convention Host Committee must receive a written request for a registration fee refund within a week of the close of the convention. (*Montana Manual*, Guidelines, and Financial Policies)

Procedure: The District Convention Host Committee will determine full and part-time fee structures. (*Montana Manual*, Guidelines, and Financial Policies)

Procedure: If the YWRs who attended the previous LWML Convention are asked to participate in the District Convention in other capacities (Humorous Interrupters, Technology Assistants, etc.) in addition to giving their convention report, their registration may be paid in lieu of receiving honorariums if the BOD approves. The Young Woman Chairman and/or the BOD will determine other expenses paid. (*Montana Manual*, Applications Section, YWR Information; established practice)

It is acceptable for teenagers to attend the District Convention as Young Woman Representatives. They should have an adult with them. (02-2018, p. 4)

Lodging and travel expenses for speakers will be paid from the Administrative Expenses Account. (Established practice; rev. Conv. 2016, p. 4).

Travel and lodging expenses will be paid for the LWML Representative. (10-2012, p. 6; rev 10-2018, p. 5)

Procedure: The Administrative Expenses Account will pay convention lodging and travel/equalization (includes airline tickets and/or mileage expenses, travel lodging, and meals) for the LWML Representative. (10-2012, pp. 5-6; rev. Conv 2016, p. 4; rev. 10-2018, p. 5)

Procedure: The District Convention Host Committee will pay for meals to/from the airport and any other convention on-site expenses incurred by the LWML Representative. (10-2012, p. 6; rev. 10-2018, p. 5)

Procedure: Others traveling with the LWML Representative will pay for their own meals. (10-2018, p.5)

Honorariums will be paid for speakers and Bible study leaders who are not the District Pastoral Counselors. (02-2012, p. 7)

Procedure: The LWML Montana District BOD will determine what honorariums will be given to speakers, Bible study leaders, and Mites in Action speakers based on previous District practice (speakers \$100, Bible study leaders \$50, Mites in Action speakers \$50) and on the recommendation of the District President. (02-2012, p. 7; established practice)

The LWML Montana District BOD will determine what display tables are granted space at the District Convention. (Established practice)

Only the LWML Store and Concordia Publishing House (CPH) will be allowed to sell items at the District Convention. (Established practice)

Procedure: The LWML Display Store and the CPH Store should be in two separate locations to minimize confusion. (Post-Conv. 2016, p. 2)

The LWML Montana District BOD will determine the contents of District Convention registration bags. (Established practice)

The LWML Montana District BOD will determine recipients of convention offerings. (Established practice)

Procedure: The first offering has traditionally been designated for the mission goal of the new biennium. (10-2017, p. 7)

EMAIL

Reply promptly to emails requiring a response or acknowledgement of receipt from any District officer. (Post-Conv. 2008, p. 3; rev. 02-2014, p. 4)

Procedure: If a response cannot be made immediately, reply that the message was received and will be answered later. (Post-Conv. 2008, p. 3)

Procedure: Recommend using LWML in the subject line. (Post-Conv. 2008, pp. 3-4)

Procedure: Recommend using a signature that includes your contact information. (Post-Conv. 2008, pp. 3-4)

Procedure: Recommend using “Reply All” only when everyone needs to know what others are thinking. (Post-Conv. 2008, pp. 3-4)

Email prayer requests will be shared only within the BOD group. (10-2008, p. 12)

ENDOWMENT FUND

The original guidelines of the Endowment Fund signed November 14, 2005, will be followed. (02-2010, p. 6)

Procedure: Interest earned on the Endowment Fund will be credited to the Endowment Fund. (10-2007, p. 2; 02-2019, p. 5)

Procedure: When the Fund reaches \$10,000 in principal, the interest will be used where the BOD feels it is needed most to further the growth of the LWML Montana District’s ministry and mission. (02-2010, p. 6)

FINANCES

The *LWML Montana District Accounting Policies and Procedures* shall be consulted for current accounting practices as ratified in its entirety. (Established practice, 10-2018, p. 5)

Procedure: The District Treasurer and District President are official signatories on all LWML Montana District financial accounts. (Established practice)

Procedure: The District Treasurer will arrange for a financial review at the end of the biennium. (Bylaws: Article VI. 4. e.)

Procedure: The District Treasurer will update and maintain the Accounting Policies and Procedures; she may ask the District Financial Secretary to assist her with this responsibility. (Established practice)

Procedure: The District Treasurer, in consultation with the District President and District Financial Secretary, will determine the financial institution, term, and rate for Certificates of Deposit and other investments upon renewal. (Post Conv. 2008, p. 4; rev. 02-2011, p. 2; established practice)

Checks for anticipated convention expenses may be requested in advance from the District President. (02-2009, p. 8)

Procedure: After the event, receipts and overage must be submitted to the District Treasurer. (02-2009, p. 8)

The District will reimburse expenses for official LWML Montana District business. (Established practice)

Procedure: Expense vouchers with proper documentation and receipts will be used to request reimbursement for LWML business travel, lodging, and general expenses of the District office or area of responsibility. (Post-Conv. 2008, p. 4; 02-2011, p. 2)

Procedure: Expense vouchers should be filled out completely indicating the amount to be donated and the amount to be reimbursed. (Post-Conv. 2008, p. 4)

Procedure: Expense vouchers must be authorized for payment by the District President and presented for payment within 30 days of the event. (Bylaws: Article VI. 4. c; 10-2015, p. 2)

All interest on bank accounts, savings accounts, and investments will be credited to the Grants Account, with the exception of the Endowment Fund investments, and will not be subject to the 25% national LWML provision. The interest earned on the Endowment Fund would be credited to the Endowment Fund. (10-2007, p. 2; rev. 02-2019, p. 5)

The excess funds from District Convention Host Committees, Zone Rallies, and other District Events (excluding Retreats) will be added to the Delegate Fund until directed otherwise by the BOD. They will be subject to the 25% national LWML provision as determined by the BOD. (02-2019, p.5)

Any shortages for the District Convention Host Committees, Zone Rallies, and District Events (excluding Retreats), will be paid from the Delegate Fund until directed otherwise by the BOD. (02-2019, p. 5)

Traditionally, the proposed budget is increased by a percentage amount. (02-2008, p. 10)

Effective with the 2016-2018 biennium, the budget percentages will be: Administrative Expenses – 35%; LWML Mite Goal – 25%; and Grants – 40%. (Conv. 2016, p. 4)

Lutheran Woman's Quarterly, *Montana Missive*, and Delegate Fees are to be mailed with a Receipt Voucher and the Society Annual Report Form annually. (02-2009, p. 4)

Procedure: Fees are due to the Financial Secretary by November 1. (02-2009, p. 4; rev. 02-2012, p. 4)

Refer to the *Montana Manual*, Treasurer Job Description, Guidelines, and Financial Policies, for detailed responsibilities, procedures, and other finance information.

GRANTS

Grants will be paid as they are requested, not in the voting order. (10-2006, p 2)

Procedure: Refer to the *Montana Manual*, Vice President of Gospel Outreach Job Description, for detailed information.

At the February meeting prior to the District Convention, the BOD will determine disbursement of excess funds in the Grants Account. (02-2012, p. 5)

If there are excess funds in the Grants Account at the end of the biennium, they may be used to pay additional funds to partially funded grants for that biennium and/or applied to partially funded grants in the next biennium as determined by the BOD. (10-2018, p. 5)

GRANT CUSHION

The "Grant Cushion" of \$857.56 will be removed from the Grants Account and added to the grant amount set for the 2012 Convention. (02-2011, p. 9)

HOUSING/LODGING

Housing options for BOD meetings, District Convention, and delegates to the LWML Convention will be based on double occupancy, two beds. (10-2007, p. 8)

Procedure: For BOD meetings, BOD members are encouraged to stay in homes provided by the host society, one person per bed. If a BOD member chooses to stay in a motel, one half the room expense, up to \$50, will be paid from the Administrative Expenses Account. (10-2008, p. 11; rev. Conv. 2016, p. 4)

Procedure: For the District Convention, the District President will designate a convention hotel with the assistance of the host society. If a BOD member wishes to room with someone other than a BOD member, the approval of the District President is necessary. To receive reimbursement, the BOD member must turn in an Expense Voucher Request and receipts to the District Treasurer signed by the District President. She will be reimbursed up to one-half the cost of a room in the designated hotel. (02-2009, p. 8)

Procedure: For the LWML Convention, delegates will be housed in the designated convention hotel. Any deviation from this requires approval by the District President. If a delegate rooms with someone other than another delegate, makes her own housing reservation, and pays for it, she must turn in an Expense Voucher Request for reimbursement. The delegate will receive reimbursement up to one-half the cost of a room in the designated hotel, with receipts to the District Treasurer and signed by the District President. (02-2009, pp. 8-9)

Procedure: For the LWML Convention, the District will pay lodging for Wednesday and/or Sunday evenings on a case-by-case basis for official District representatives (delegates, YWRs, District Pastoral Counselor, District President). If appropriate transportation requires early arrival or late departure, the District will pay up to 50% of the convention hotel room or 50% of a hotel of choice, whichever is less. Special arrangements may be made for the District Pastoral Counselor and District President if they have no roommate. (10-2013, p. 6)

Procedure: For the LWML Convention, expenses for the District Pastoral Counselor and YWRs will be paid from accounts other than the Delegate Fund. (Bylaws: Article XII, 3.d)

Procedure: The District Pastoral Counselor will share a room with another counselor whenever possible while attending all required LWML meetings and events (i.e., retreats, BOD meetings, and conventions). If it is necessary for him to have a single room, the BOD will pay the full cost of the room. (02-2009, p. 9; rev. 02-2013, p. 6)

Procedure: Refer to the *Montana Manual*, Guidelines, and Financial Policies, for detailed information.

LWML LEADERSHIP TRAINING AND OTHER EVENTS

The District may participate in LWML Leadership Training and other LWML events as financially able to do so. (Established practice)

Procedure: The District President will appoint women (and pastoral counselor, if requested) from the District to accompany her to an LWML Leadership Program as directed by the LWML planners of the event. (Post-Conv. 2008, p. 4; 04-2018, p. 5; established practice)

Procedure: Leadership Training attendees will present training sessions throughout the District within the year following the LWML Leadership Program. (Established practice; 10-2008, p. 8; 02-2009, p. 6; 10-2012, p. 7)

Procedure: Travel expenses of the District President and other LWML members to attend LWML workshops, such as Leadership Training, that are not covered by the LWML, will be paid from the Administrative Expenses Account. (10-2012, p. 2; rev. Conv. 2016, p. 4; established practice)

Procedure: Travel expenses incurred for training sessions to District zones and societies will be paid from the Administrative Expenses Account. (10-2012, p. 2; rev. Conv. 2016, p. 4; established practice)

Procedure: Expenses for the educational materials for training sessions to District zones and societies will be paid from the Administrative Expense Account. (02-2019, p. 5)

The district may participate in LWML Pre-Convention Seminars as financially able to do so. (Established practice)

Procedure: The District President may invite any district member attending the LWML Convention to attend Pre-Convention special interest training seminars. (Established practice)

Procedure: Registration fees for Pre-Convention special interest training seminars will be paid from the Administrative Expenses Account. (Established practice; 02-2017 p. 6-7; 02-2019, p. 6)

The District Archivist-Historian may participate in LWML Archivist-Historian Workshops as the District is financially able to do so. (Established practice; 10-2014 p.5)

LUTHERAN WORLD RELIEF (LWR) DRIVE

The LWML Montana District will use the LWR Drive. (10-2010, p. 6)

Procedure: Vouchers submitted for mileage must cover from address to address, not just mileage, or they will not be paid. Mileage maps are preferred by LWR. (02-2019, p. 4)

Procedure: If a society chooses to send their donations to another facility, they will be responsible for their own delivery expenses. (10-2010, p. 6)

Procedure: Refer to the *Montana Manual*, Vice President of Human Care Job Description, for detailed information.

MEMORIAL SCHOLARSHIP FUND

The sole purpose of donations to the Memorial Scholarship Fund is to go directly for scholarships to Montana LCMS students going into church work. (02-2010, pp. 4, 8; rev. 10-2015)

Contributions are the main source of income for the Memorial Scholarship Fund. (Established practice)

Procedure: Any donations made in memoriam or specified for scholarships will be added to the Memorial Scholarship Fund. (Established practice)

Procedure: Upon the death of any current BOD member, their spouse, or a past District President, the BOD will donate an amount of \$50 to the Memorial Scholarship Fund from the Administrative Expenses Account. (10-2009, p. 12; rev. Conv. 2016, p. 4)

Procedure: At the end of each biennium any excess money in the Grants Account for scholarships, or returned scholarship money, should be rolled into the Memorial Scholarship Fund. (02-2011, p. 5)

When additional scholarship applications are received and the amount is not covered by the mite scholarships, the additional amount is funded by the Memorial Scholarship Fund. (10-2014, p. 3; 10-2017, p. 5; established practice)

MILEAGE/TRAVEL

Round trip mileage or airfare for travel to BOD meetings, conventions, or LWML leadership training events will be paid for appropriate personnel. (Established practice)

Procedure: Round trip mileage for travel to BOD business will be paid at a rate of \$0.40 per mile effective May 1, 2018. (10-14, p. 4; rev. 02-2016, p. 4; rev. 02-2018, p.5)

Procedure: Newly elected members of the BOD will be paid one-way travel from the District Convention after their election. (Established practice)

Procedure: Outgoing and newly elected officers meeting to transition duties will be paid mileage. (Post-Conv. 2018, p 2)

Procedure: Mileage documented with a computer mapping program, odometer readings, or a copy of the chart from the Montana state highway map is to be submitted with Expense Vouchers. (02-2011, p. 2)

Procedure: The mileage rate will be reviewed at every February BOD Meeting. (10-2014 p. 4)

Procedure: Refer to the *Montana Manual*, Guidelines, and Financial Policies, for detailed information.

NAME

The official name of the Montana District and its societies is Lutheran Women's Missionary League (LWML) Montana District, Zone name, Society name. We are in compliance with the tax-exempt status with the IRS. (10-2010, p. 3)

PUBLICATIONS: LUTHERAN WOMAN'S QUARTERLY and MONTANA MISSIVE

The number of subscriptions for *Lutheran Woman's Quarterlies* and *Montana Missives* are paid in advance to the District Financial Secretary. (10-2006, p. 7; Bylaws: Article XI. 4.)

Procedure: Payment is due by November 1 for the coming year. (10-2006, p. 7; 02-2007, p. 7; rev. 10-2007, p. 2; rev. 02-2012, p. 4)

Procedure: The number ordered by a society may be increased at any time during the year. The number may be decreased only before the November 1 deadline for the coming year. (10-2006, p. 7; 02-2007, p. 7; rev. 10-2007, p. 2; rev. 02-2012, p. 4)

The *Lutheran Woman's Quarterly* is the official publication of the Lutheran Women's Missionary League. (Bylaws: Article XI. 2.)

Procedure: Effective December 1, 2010, the cost of the *Lutheran Woman's Quarterly* will be \$6.50/year for 1-9 copies and \$5.00/year for ten or more copies. (02-2010, p. 4)

The *Montana Missive* is the official publication of the LWML Montana District. (Bylaws: Article XI. 1.)

Procedure: Annual fees for the *Montana Missive* will be \$3 per individual (02-2009, p. 14; 02-2012, p. 2; rev. 02-2017, p. 5)

Procedure: Societies that do not submit money for the *Montana Missive* to the District Financial Secretary will be encouraged to access the *Montana Missive* online. (02-2017, p. 5)

Procedure: Societies and individuals may register to have the *Montana Missive* delivered to their email accounts at no charge. (02-2017, Task Force Report)

Procedure: Four *Montana Missive* issues per year are required to be mailed out to maintain our Periodical Mailing status with the U.S. Postal Service. (10-2010, p. 5)

Procedure: The budget line item for Administrative Expenses Account sustains the distribution costs of the *Montana Missive* if funds fall short before an increase. (02-2006, p. 6; rev. 02-2014, p. 2)

RETREATS

Fall Retreats will be held annually, preferably one in the eastern part of the District and one in the western part of the District. (Established practice)

Procedure: Retreats will be held at locations determined yearly by the BOD. (10-2009, p. 12; rev. 02-2014, p. 2; 02-2015, p. 5; established practice)

Procedure: The income and expenses of the retreats will be recorded in the Administrative Expenses Account. (Established practice; rev. Conv. 2016, p. 4)

Procedure: Retreats should be planned carefully so the District does not heavily subsidize them. (10-2012, p. 2)

Procedure: Refer to the *Montana Manual*, Guidelines, Retreats, for detailed information.

ROTATIONS

Biennial LWML Montana District Convention sites (10-2008, p. 3; updated 04-2018):

Central (2016)
Western (2018)
Southern (2020)
Divide (2022)
Flathead (2024)
Eastern (2026)
Central (2028)

Zone designated to design District banner to LWML Convention (10-2008, p. 3; updated 04-2018):

Central (2015)
Divide (2017)
Eastern (2019)
Southern (2021)
Western (2023)
Flathead (2025)
Central (2027)

Procedure: The banner can be made using any medium. It will not be used again until the next District Convention after which time it will be given to the society that designed and made it. (02-2007, p. 5)

SCHOLARSHIPS

LWML scholarships are available to all students who are members of a Montana District LCMS congregation and enrolled in or plan to attend LCMS educational facilities with the goal of going into full-time church work. (02-2007, p. 4; rev. 04-2010, p. 5)

Procedure: Each scholarship application that is received will be evaluated independently, no matter whether the student is taking classes online, on campus, or by correspondence. (02-2007, p. 4; rev. 04-2010, p. 5)

Procedure: Students will not be penalized for receiving past scholarships if they do not carry through with their plans. (02-2007, p. 4)

Procedure: Scholarships may be awarded to seminary students on vicarage. (Established practice; 10-2017, p. 5)

Procedure: When additional scholarship applications are received and the amount is not covered by the mite scholarships, the additional amount is funded by the Memorial Scholarship Fund. (10-2014, p. 3; 10-2017, p. 5; established practice)

At the end of each biennium any excess money in the Grants Account for scholarships, or returned scholarship money, should be rolled into the Memorial Scholarship Fund. (02-2011, p. 5)

SOCIETY ROSTER

The District Corresponding Secretary will update a Society Roster as information becomes available. (Established practice)

STANDING POLICIES and PROCEDURES

Updating the Standing Policies and Procedures is the responsibility of the District Recording Secretary. (02-2011, p. 6)

Procedure: The District Recording Secretary may ask someone to assist her with this duty. (02-2011, p. 6)

Procedure: The Standing Policies and Procedures should be posted on the website. (02-2011, p. 6)

TRANSPORTATION

If the District provides transportation to an LWML Convention, all delegates, or their alternates, and YWRs will be expected to use it. (10-2007, p. 5)

Procedure: If they choose a different form of transportation, they will pay for it with no reimbursement from the District. (10-2007, p. 5)

Procedure: Cost of transportation to an LWML Convention for delegates, YWRs, and one District Pastoral Counselor will be reimbursed if reservations are made by April 15 of the LWML Convention year. (02-2009, p.10)

Procedure: Fees for travel agent will be part of the flight expense. (10-2012, p. 7)

WEBSITE

The LWML Montana District will work with a webmaster. (02-2007, p. 5; rev. 10-2010, p. 7)

Procedure: The webmaster will find a way to remove addresses and email addresses of BOD members from the website posting of the *Montana Missive*. (02-2007, p. 5; rev. 10-2010, p. 7)

Procedure: Levels of authority: Administrator – assigns the levels of authority to others and has access to make changes to the site; Secretary – is able to make changes to the site; User – is able to view the site and download forms but cannot make changes to the site. (10-2010, p. 3)

Procedure: Doctrinal material will not be used on any page of the website without approval of a Pastoral Counselor. (10-2010, p. 7)