

# Women's Christian Ministry

## Constitution and By-Laws

*How good and pleasant it is when sisters live together in unity.*

Psalm 133:1



**Immanuel Lutheran Church  
Waterloo, Illinois**

# CONSTITUTION

## ARTICLE I. NAME

The name of this society shall be Immanuel Lutheran Women's Christian Ministry, formerly the Ladies' Aid.

## ARTICLE II. PURPOSE

The purpose of this organization is to promote Christian growth and fellowship among the women of Immanuel Lutheran Church in accordance with God's Word and to assist in the various charitable endeavors of Immanuel Lutheran Church, our community, and the LWML.

## ARTICLE III. MEMBERSHIP

Any female communicant member of Immanuel Lutheran Church, Waterloo, Illinois is eligible for membership and will be received into membership at any meeting. Every member has the right to vote, to hold office, and is encouraged to attend meetings.

## ARTICLE IV. OFFICERS AND DUTIES

The officers of this society shall be a President, a Vice-President, a Secretary and a Treasurer.

The President shall preside at all meetings of the society. She shall enforce all rules and regulations of the society, watch over the activities of the society in general, appoint

committees, audit the books of the Treasurer at the end of the year, and sign checks in the absence of the Treasurer. She shall also receive and respond to all correspondence. She is responsible for, and involved in, long-range planning for the organization. She will make sure the other officers have materials and information needed to perform their duties, and may call meetings for the purpose of planning activities, outlining goals, problem solving, sharing ideas, and preparing recommendations.

The Vice-President shall perform all duties of the President when the President is absent, and assist the President in every way possible.

The Secretary shall keep a record of the minutes at all meetings of the society, record all correspondence, send out all necessary notifications, keep an accurate record of all members of the society, report the minutes of previous meetings, and send out the minutes and treasurer's report from the previous meeting at least two weeks prior to each meeting.

The Treasurer shall receive all monies for the society, keep an accurate record of all receipts and expenses, pay all bills approved by the society, render a monthly report at every meeting & a full report at the end of the year, and supply the Secretary with a current treasurer's report at least three weeks prior to each meeting.

## ARTICLE V. ELECTIONS

All officers shall serve for a period of two years. The President and Treasurer will be elected every even year, and the Vice-President and Secretary will be elected every odd year. The outgoing officers and one member chosen by the President will serve as the Nominating Committee and will begin meeting in September. The committee will present a slate of nominations by mail or e-mail to all members at least two weeks prior to the November meeting. At the November meeting, the Nominating Committee will present their slate of nominations. Nominations can then be taken from the floor, followed by the election of officers. Officers may be elected by ballot with a majority of the votes cast necessary for election. Absentee ballots will be accepted if unable to attend a meeting if the ballots are received by the Secretary at least one week prior to the meeting. These months can be changed by resolution. Vacancies shall be filled by election at any meeting.

## ARTICLE VI. COMMITTEES

Our committees include, but are not limited to,

Activities

Altar Flowers

Auditing

Baptismal Banners

Funeral Dinners

Health & Wellness

Membership

Newborn Dinners

Nursing Home Services  
Purchasing  
Retreats

## BY-LAWS

### ARTICLE I. MEETINGS

The meeting of this society can be held six to ten times a year, time and place to be designated by the President. Special meetings may be called at the request of five members or upon the responsibility of the President.

### ARTICLE II. DELEGATES

When needed, volunteer delegates from our society will attend the LWML Zone and District Conventions.

### ARTICLE III. MISCELLANEOUS

A copy of the constitution and by-laws shall be given to each member of the society and to each new member.

### ARTICLE IV. ORDER OF BUSINESS

The order of business will usually be:

1. Call to order
2. Devotions
3. Welcoming of visitors

4. Ice breaker
5. Collection of mites
6. Enrollment of new members
7. Approval of Minutes
8. Approval of Treasurer's report
9. Communications
10. Unfinished or old business
11. Reports of committees
12. New business
13. Prayer & Adjournment
14. Program

## ARTICLE V. DISSOLUTION

In case of dissolution, the property of the society shall become the property of the congregation of Immanuel Lutheran Church, Waterloo, Illinois.

## ARTICLE VI. AMENDMENTS

This constitution and the by-laws to this constitution may be amended or changed by a two-thirds vote of those present at any meeting, provided notice of the proposed change or amendment has been given at least two weeks prior. Absentee ballots will be accepted if unable to attend a meeting if the ballots are received by the Secretary at least one week prior to the meeting. The amendment goes into effect immediately.