

Structure Committee's Previous Web Page Articles

But everything should be done in a fitting and orderly way.
1 Corinthians 14:40

June 2011

The Five "W"s (And One "H") on Bylaws

WHAT are bylaws?

Bylaws are the "rules of the game." They allow the organization to function with order and consistency.

WHERE are the bylaws?

Hopefully not buried or lost! The District Structure Committee should have a copy if your organization has submitted them.

WHERE should they be?

The bylaws should be among the official documents of the organization and in the officers' manuals.

WHY do bylaws need to be changed?

Times, terminology, process, and even traditions change.

WHEN do bylaws need to be updated?

Bylaws should be reviewed every two (2) years, following the district convention. New wording, titles, and changes to LWML and district bylaws may require changes in zone and society bylaws.

HOW do we update our bylaws?

See below under "**High-Level Process for Proposed Amendments to Bylaws**" for more information.

WHO do we contact if we have questions?

The Vice President of Servant Resources should be able to help you.

January 2011

Reviewing Bylaws

Here are some items to note as you review your bylaws....

Terminology changes through the years and should be consistent from LWML to district to zone to society.

Old Terminology	Updated Terminology
Executive Board	Executive Committee
Historian	Archivist-Historian

Old Terminology	Updated Terminology
Pastoral Advisor	Pastoral Counselor
Christian Growth Committee	Christian Life Committee
Bylaws Committee	Structure Committee
International LWML	LWML

Legal names:

- District: Lutheran Women’s Missionary League Washington-Alaska District or LWML Washington-Alaska District (note: there is no space before or after the hyphen)
- Zone: It is preceded by “Lutheran Women’s Missionary League Washington-Alaska District.” For example, Lutheran Women’s Missionary League Washington-Alaska District South Columbia Zone

It should be *Lutheran Woman’s Quarterly* when you first refer it (it needs to be italicized). On subsequent references, you can use *Quarterly* or *LWQ* (note that it is still italicized).

The word “mites” is lower case. “Mite Box” is capitalized in all instances.

Keep a running list of the month and year of when your bylaws were amended at the end of the bylaws so you can see the frequency.

Put page numbers for easier reference.