

**DUTIES OF OFFICERS AND NOMINATING COMMITTEE TO BE ELECTED AT THE  
2024 LWML SELC DISTRICT CONVENTION**

**ARTICLE VI – OFFICERS**

**Section 1**

The elected officers shall be a President, a Vice President, a Secretary, and a Treasurer.

- a. The elected officers will be elected by ballot at the biennial convention to serve a term of four (4) years, or until their successors are elected.
- b. Newly elected officers shall assume their duties at the close of the convention in which they are elected.
- c. A majority vote shall constitute election to office.
- d. The retiring Treasurer shall, within sixty (60) days following the election, turn over to her successor all materials and funds pertaining to the office. All other retiring officers shall, within thirty (30) days following the election, turn over to their successors all material pertaining to their offices.
- e. The President, Treasurer and Pastoral Counselor shall be elected in the one biennial convention, and the Vice President and Secretary shall be elected in the next biennial convention, each serving a four (4) year term.

**Section 2**

A nominee for office shall be an active member of an LWML SELC society.

**Article IX – DUTIES OF THE OFFICERS**

The President shall:

- a. preside at all conventions of the LWML SELC and at all meetings of the Executive Board;
- b. be an ex-officio member of all departments and committees, except the Nominating Committee;
- c. be responsible for the execution of resolutions passed by the convention body and Executive Board;
- d. appoint committees, as needed, which shall be subject to the approval of the Executive Board, and name their chairman unless otherwise provided in the Bylaws;
- e. present a report to the convention, which shall include a report of the business of the Executive Board;
- f. approve vouchers for payment of bills;
- g. receive applications for membership and send membership certificates, upon approval of the Executive Board;
- h. present a report at each Executive Board meetings.
- i.

**Section 2**

The Vice President shall:

- a. serve as assistant to the President and in her absence or at her request, perform the duties of the President; become President in case of a vacancy in the office of the President;
- b. be authorized to sign checks for the Treasurer in emergencies;
- c. keep a record of zone officers and all societies;

- d. keep a mailing list of the *Lutheran Women's Quarterly* up-to-date, and bill the societies annually for the number of *Quarterlies* they receive as well as for the cost for distribution;
- e. present a report at each Executive Board meeting and at the District Convention.

### **Section 3**

The Secretary shall:

- a. record the proceedings of all conventions and Executive Board meetings;
- b. provide each member of the Executive Board, each Zone President, chairman of the standing committees of the LWML SELC, and the LWML President with a copy of the Executive Board minutes;
- c. provide members of the Executive Board, chairmen of the standing committees of the LWML SELC, each Society President, and the LWML President copies of the minutes of the conventions for the purpose of permanent record;
- d. keep on file all committee reports and membership records;
- e. prepare the convention manual, under the direction of the President;
- f. keep official correspondence of the LWML SELC and conduct such correspondence as may be requested by the President or the Executive Board;
- g. request statistics and reports from zones, societies, committees, the Executive Board;
- h. present a report at each Executive Board meetings.

## **ARTICLE VIII - NOMINATIONS AND ELECTIONS**

### **Section 1**

A Nominating Committee of three (3) members, one (1) from each zone, shall be elected by ballot at each district convention.

### **Section 2**

The Nominating Committee shall submit to the convention a slate of nominees for elective offices. The consent of nominees to serve, if elected shall have been secured.

### **Section 3**

- a. Each society of the LWML SELC may have the privilege of submitting eligible names to the chairman of the Nominating Committee.
- b. Each nominee for a district office must be an active member of her local society.
- c. Each nominee for President shall also have served as a Zone President.

Excerpted from the LWML SELC District bylaws revised and adopted May 19, 2018