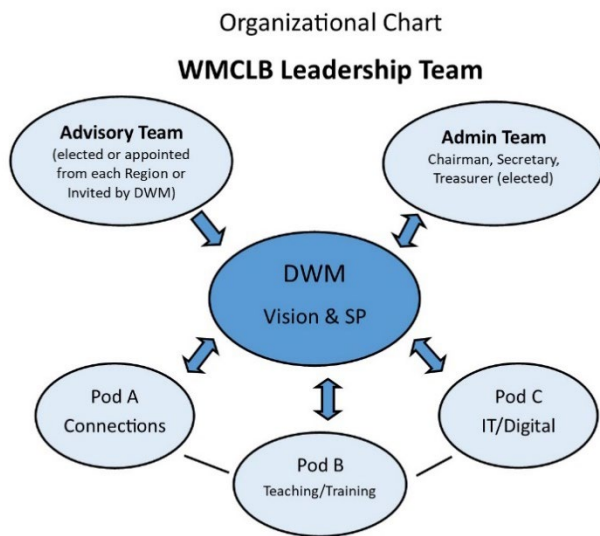


# BYLAWS TO CONSTITUTION OF WMCLB

(Approved June 1, 2019)

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## A. Organizational Chart –WMCLB Leadership Team (WMLT)



- The **WMLT** will be made up of:
  - **Admin Team** (3 officers, elected at Convention): Chairman, Treasurer, Secretary
  - **Advisory Team** (elected, nominated). Each Region of the WMCLB may elect or appoint a representative to the Advisory Team.
  - **Director of Women’s Ministries (DWM)** (hired by **Admin Team**)
- In addition, **WMLT** will be made up of:
  - Women whom the DWM may choose to invite to the Advisory Team who have ministry experience that can be seen as desirable to be shared.
  - **Pod Leaders** (appointed by DWM) (for example: IT/Digital; Teaching/Training; Connections) These Pods will change over time; they can be added or removed and can be redefined as necessary to accommodate changing requirements of our organization.

## B. Primary Responsibilities of WMCLB Leadership Team (WMLT):

- Creation and implementation of Strategic Plan and coordination of vision of WM to align to the vision of CLB
- Mission projects/connections and support of missionaries; also, identification and development of resources that encourage women to serve the Lord at home and/or abroad
- Convention planning (speakers, learning sessions, food, business session)

- Identification and development of training and education resources (as needed) that encourage spiritual growth (main focus: prayer and scripture study on a daily basis) for the women of the CLB

### C. Job Descriptions

- **Director of Women's Ministries**
  - Provide vision and strategic leadership by working with WMLT to establish short and long-range goals, strategies, and plans
  - Promote missionary activity by women and for women both locally and internationally
  - Ensure each Pod works towards set goals
  - Represent WMCLB on the CLB Council of Directors
  - Prepare annual report and regular reports to the WMLT
  - Select, train and develop Pod leaders
  - Support, understand, and express our CLB theology and doctrines
- **Chairman: (Admin Team Leader):**
  - Ensure Constitution and Bylaws are reflective of organization and that changes are made as required
  - Identify and organize training/education required for DWM
  - Oversee DWM (ensure strategies and policies are effectively implemented)
  - Review and approve strategic planning and goals as determined by the WMLT
- **Secretary:**
  - Maintain correspondence and keep non-financial records
  - Assist with convention planning
  - Update and maintain historical records
- **Treasurer:**
  - Manage and oversee financial administration
  - Review procedures and financial reporting
  - Advise leaders on financial strategy and fundraising
- **Advisory Team:**
  - Provide unique knowledge and skills which will augment those of the women of the WMLT in order to more effectively guide our organization
  - Make recommendations and/or provide key information to the WMLT
  - Co-lead projects or working groups as requested
- **Pod Leaders: (appointed)**
  - Set clear goals for their area of operation (short and long-term)
  - Supervise, manage and motivate
  - Monitor performance and report as required

### D. WMCLB Convention

The Convention of the Women's Ministries of the Church of the Lutheran Brethren shall be held in conjunction with the convention of the CLBA, whether that results in an annual or biennial WMCLB Convention.

### E. Terms of Elected Officers

- The three officers will be elected by simple majority on a rotating basis at the WMCLB Convention. The order of election rotation will be: Chairman, Secretary, and Treasurer beginning in 2019. With Annual Convention, terms will be three years. With Biennial Convention, terms will be 4 years with Chairman and Secretary elected together and Treasurer elected at next Convention.

- If the Chairman is unable to fulfill her term, the WMCLB Leadership Team (WMLT) will appoint a member of the team to act as Chairman until the next WMCLB Convention. A new Chairman will be elected at the next WMCLB Convention.
- If the Secretary or Treasurer is unable to fulfill her term, the WMLT will appoint a woman who is a member in good standing of a CLB church to serve in that role until the next WMCLB Convention. A new Secretary or Treasurer will be elected at the next WMCLB Convention.

#### **F. Nominating Committee**

This committee will be appointed by the WMCLB Leadership Team (WMLT).

- The nominating procedure will be as follows:
  - The appointed committee members will identify potential candidates.
  - Pastoral references will be obtained before asking the candidate to run for office.
  - Nominating committee report should be presented to the WMLT prior to the Annual Convention.
- The nominees shall have the following qualifications:
  - The nominee shall be a member in good standing of a CLB church or a church affiliated with the CLB and shall be in agreement with the CLB Statement of Faith.
  - The nominee shall have a favorable reference from her current pastor.
  - The nominee shall have the abilities needed to fill the position.

#### **G. Finances**

- The annual budget will be developed by WMCLB Leadership Team (WMLT) and presented for approval at the WMCLB Convention.
- Funding Statement: The WMCLB is committed to funding its ministry through gifts from the CLB Regions, local congregations, individuals, and memorials.

#### **H. WMCLB Regions**

- WMCLB Regions will be determined by the Regions of the CLB. Each WMCLB Region shall be organized and governed by its own constitution.
- Each Region may elect/appoint a representative to be on the WMLT Advisory Team.
- The responsibility of each Regional Advisory Team member is to report as required by the DWM.