

Approved 10-15-07

**CONSTITUTION AND BY-LAWS
of
THE LUTHERAN LAYMAN'S LEAGUE
RICHVILLE, MICHIGAN**

ARTICLE I - NAME

This organization shall be known as the St. Michael's Lutheran Layman's League of Richville, Michigan.

ARTICLE II – OBJECTIVE

The objectives of this organization shall be:

1. To encourage one another to be more active in the work of St. Michael's congregation;
2. To help increase in its members a deeper consciousness of a life of Christian stewardship;
3. To provide additional opportunities for developing dedicated and effective church workers;
4. To assist in promoting the meaningful study of the Bible and continued growth in Christian knowledge;
5. To assist in helping the cause of Christian elementary and higher education;
6. To encourage greater lay missionary activity;
7. To further Christian fellowship and charity;
8. To assist in giving aid to the cause of Lutheranism;
9. To cooperate with other organizations in the congregation in the furtherance of Christian endeavors;
10. To cooperate with the International Lutheran Laymen's League in the attainment of its goals and in enrolling members in its broad program of Christian service.

ARTICLE III – MEMBERSHIP

Membership in this organization shall be as prescribed in the by-laws.

ARTICLE IV – MANAGEMENT

Management of the affairs of this organization shall be vested in the membership and administered through an Executive Board subject to the provisions of the by-laws.

ARTICLE V – DUES

The dues shall be as such are prescribed by the by-laws.

ARTICLE VI – BY-LAWS

This organization shall have and make such by-laws as are deemed necessary to attain the objectives of the organization (Article II). Such by-laws are not to be inconsistent with this Constitution.

ARTICLE VII – AMENDMENTS

Amendments of the articles of this Constitution may be made by a two-thirds vote of the members present at any regular meeting or any meeting called for that purpose, provided that all members have been notified of the proposed changes as prescribed in the by-laws.

BY-LAWS

ARTICLE A – PRIVILEGES AND DUTIES OF MEMBERS

1. Every male communicant member of St. Michael's Congregation may become a member of this organization.
2. All members shall have the right to vote and hold office.
3. This organization shall be a member of the International Lutheran Laymen's League, as well as the Michigan District.
4. It shall make every effort to be represented at Zone LLL meetings and at the District and International LLL convention.
5. Any member not paying his dues or attending meetings without reasonable cause shall be subject to review by the Executive Board.
6. We shall annually contribute to the treasury of the International Lutheran Laymen's League as prescribed by the constitution of that body.

ARTICLE B – DUES

All members shall contribute to the treasury of this local organization \$10.00 per year, due in January. This shall be subject to review each year.

ARTICLE C – DUTIES OF OFFICERS

1. **PRESIDENT** – The president shall be the chief executive officer of this organization. He shall preside over all General Meetings. He shall be an ex-officio member of all committees. He shall be the liaison between the LLL and the congregation.
2. **SECRETARY** – He shall keep records of all General Meetings and the Executive Board meetings and do any other duties as are normally performed by a secretary.
3. **TREASURER** – The Treasurer shall have charge of the financial affairs of the organization, subject to the control of all monies received and spent. He will submit a financial report to the members monthly.
4. **FIRST VICE-PRESIDENT** – He shall assume the duties of the President when he is unable to be at a General Meeting. The First Vice-President shall preside at Executive Board meetings, and shall be the program chairman of the organization.
5. **SECOND VICE-PRESIDENT** – He shall perform the duties of the First Vice-President when that person is unable to perform his duties, and assist the First Vice-President in planning of the program activities.
6. **MEMBERSHIP CHAIRMAN** – He shall make an effort to enroll in St. Michael's LLL organization as many prospective members from the congregation as possible.
7. **CHRISTIAN GROWTH CHAIRMAN** – He shall be the layman responsible for the spiritual affairs at each meeting. He is to see that appropriate hymns, prayers, devotions, Bible study, etc. be presented at meetings. These may be conducted by a Pastor, himself, or a person of his choosing.
8. **LUTHERAN HOUR AMBASSADOR** – He shall represent the organization at Zone Meetings and if possible District Conventions. He shall give a report to the general membership after returning from these events. He shall assist in enrolling members in the International LLL.

ARTICLE D – THE EXECUTIVE BOARD

1. The direction of this organization shall be vested in the membership and administered by an Executive Board consisting of all officers of the organization and the previous President. The Pastor(s) shall be ex-officio officer(s) of this Board.
2. The executive Board shall meet regularly.
3. The Board shall report its activities to the membership at each General Meeting of the organization. All action taken by the Board is subject to approval by the members of the organization.
4. The Executive Board shall supervise the handling of the funds of the organization.
5. Four members of the Executive Board present at a meeting shall be considered a quorum
6. The Executive Board shall fill all vacant offices, which occur between elections.
7. The Executive Board shall act as the Program Committee. Once the Program Committee presents an events calendar for the upcoming year to the general membership, every effort should be made to follow the scheduled events and speakers. If a change to the events calendar needs to occur, a meeting of the Executive Board to discuss and approve this change shall occur prior to the monthly event.

ARTICLE E – NOMINATIONS AND ELECTIONS

1. There shall be held annually at the November General Meeting an election for all outgoing officers. The Executive Board shall serve as the nominating committee.
2. There shall be a progressive system of annual advancement in the offices of First Vice-President to President and of Second Vice-President to First Vice-President.
3. The President, First Vice-President and Second Vice-President shall have a one-year term of office. A Second Vice-President shall be elected each year. The Secretary, Treasurer, Membership Chairman, Christian Growth Chairman, and Lutheran Hour Ambassador shall be elected to a two-year term of office and may be re-elected to an additional two-year term of office not to exceed four consecutive years.
4. Officers up for election on alternating years shall be Second Vice-President, Secretary, and Christian Growth Chairman, and the following year officers up for election shall be Second Vice-President, Membership Chairman, Treasurer and Lutheran Hour Ambassador. Every effort shall be made to fill these offices in a timely manner.

5. There should be at least two candidates for each vacant office. Additional candidates may be nominated by the membership in the General Meeting at which the election occurs.
6. The election shall be by ballot.
7. A majority of the votes cast shall elect. At the close of the General Meeting the Pastor will install the newly elected officers for the next fiscal year. A one-year interim period is to lapse before being re-nominated to an officer position.

ARTICLE F – MEETINGS

1. Meetings shall be held regularly on the third Monday of the month with the exception of June, July and August which shall be by the option of the membership.
2. Special Meetings shall be called by the Executive Board.
3. Those present at a meeting shall constitute a quorum.

ARTICLE G – COMMITTEES

1. There shall be committees as authorized by the Executive Board or the membership.
2. No committee shall proceed with any project without the consent of the Executive Board or the membership.

ARTICLE H – FISCAL YEAR

The fiscal year of the organization shall be by calendar year.

ARTICLE I – RULES OF ORDER

Robert's Rules of Order shall govern all proceedings of the organization except when otherwise provided.

ARTICLE J – DISSOLUTION

This group shall continue as long as five members so desire. In case of dissolution, all properties of the group shall be dispersed to the treasury of the congregation.

ARTICLE K – AMENDMENTS

The by-laws may be amended at any General Meeting, after thirty days notice, and by an affirmative vote of two thirds of the members present.

ARTICLE L – MEMORIALS

A contribution of \$25.00 shall be given to the Lutheran Hours Ministries as a memorial in remembrance of all members and their spouses.

ARTICLE M – HONORARIUMS

Speakers will receive a suggested honorarium of \$25.00 for their presentation of the program at General Meetings.

Ambassador Position Description

Role: The LHM Ambassador is a volunteer who presents LHM to their Lutheran congregation and encourages fellow church members to participate in the work of this ministry. The work of the Ambassador is an integral part of the structure of LHM, supported by a District Manager or a Ministry Support Chair, and a District or Zone President.

Position Description

1. Create awareness for the programs of LHM within the congregation wherever and whenever possible using various communication channels, including but not limited to church and small group presentations, congregation's Sunday bulletin and newsletters, bulletin boards, displays, and handouts.
2. Actively enlist new LHM donors and thank current donors.
3. Encourage participation in LHM projects and the use of LHM resources.
4. Plan and promote **Lutheran Hour Ministries Sunday** each year.
5. Attend zone and district workshops when scheduled in the area to share ideas, update reports, and help set zone and district goals.

Qualifications

1. Have a heart for God's mission to proclaim Christ to the world.
2. Be knowledgeable about the programs of Lutheran Hour Ministries and a member of a local LCMS church. Be a Lutheran Hour Ministries donor.
3. Understand the importance of encouraging ongoing financial and volunteer support for LHM within your congregation. Be a self-starter who is motivated and dedicated to the work.
4. Possess strong communication skills and the ability to speak in front of the congregation. Computer, Internet, and e-mail proficiencies are highly desirable.

In support of Ambassadors, LHM staff will provide:

1. Information on current LHM programs.
2. Necessary materials to create interest within the congregation.
3. Training through district and/or zone workshops.