

SAMPLE WMF CONSTITUTION

Adopted (DATE)

ARTICLE I—Name

The name of this organization shall be YOUR CHURCH NAME HERE Women's Missionary Federation (WMF) OR THE NAME OF YOUR WOMEN'S ORGANIZATION of the Association of Free Lutheran Congregations.

ARTICLE II—Purpose

As members of the WMF of CHURCH NAME Lutheran Church, we humbly acknowledge our dependence on our Lord and Savior, Jesus Christ, and desire to serve and glorify Him through all of the endeavors of this organization. It shall be our mission then to take an active role in missionary work at home and abroad, to strengthen Christian fellowship among our members and to further abide in our Lord through service to the larger congregation through:

- A) monthly WMF Bible Studies and business meetings.
- B) the distribution of literature and information concerning the missions of the WMF on a local and national level.
- C) personal involvement and financial contributions to the ministries of the AFLC through the National WMF.

ARTICLE III—Membership

All CHURCH NAME women are encouraged to participate in the work of the WMF OR THE NAME OF YOUR WOMEN'S ORGANIZATION. Individuals who are not members of the congregation but are interested in supporting the missions of the WMF OR THE NAME OF YOUR WOMEN'S ORGANIZATION may become members by applying to the Executive Committee of the WMF, and said board, having assured itself of the sincerity of the applicant's intentions, shall then declare them as members.

ARTICLE IV—Annual Meeting

Section 1

The annual meeting of the WMF shall be held in MONTH of each year. Election of officers takes place at this time.

Section 2

All WMF members of CHURCH NAME are entitled to vote at this meeting.

Section 3

The Annual WMF Day of the National WMF is held each year in conjunction with the AFLC Annual Conference and all members are encouraged to attend. Non-members are welcome to attend as visitors.

ARTICLE V—Officers

Section 1

The officers of CHURCH NAME AND WMF OR THE NAME OF YOUR WOMEN'S ORGANIZATION must be members of the congregation.

Section 2

The officers of the WMF shall be: President, Vice-President, Secretary and Treasurer IF YOU HAVE OTHER OFFICERS ADD THEM HERE that are elected at the annual meeting held in WHAT MONTH, for a term of _____ years.

Section 3

All officers shall be elected by ballot, and a simple majority OR DETERMINING FACTOR shall constitute election.

Section 4

All officers may be eligible for re-election but no officer shall hold the same office for more than two successive terms. The President and the Treasurer will be elected the even-numbered years and the Vice-President and Secretary will be elected the odd-numbered years. IF YOU HAVE OTHER OFFICERS ADD THEM HERE The newly elected officers of the WMF shall officially assume their duties _____.

ARTICLE VI—Committees

The committees of the WMF shall be those provided for in Article II of the By-laws.

ARTICLE VII—Amendments

This constitution may be altered or amended at the annual meeting of the WMF by two-thirds vote, provided the proposed change or amendments have been presented in writing at a previous meeting.

BY-LAWS

ARTICLE I—Duties of Officers

The officers shall perform the duties entrusted to them by the members and in every way possible to further its interests.

1. The President presides at all general meetings and the Executive Committee meetings. She is a member ex officio of all committees except the nominating committee and performs the required duties of her office.
2. The Vice-President should work very closely with the President. She presides in the absence of the President and performs such duties as may be assigned to her by the President or the Board. One of her duties could be to find new ways to interest the women who are not actively participating.

3. The Secretary records and keeps the minutes of all meetings. She is to perform other duties as assigned by the Board.
4. The Treasurer receives records and compiles income and expenditures of the WMF, pays all authorized bills, and gives the financial reports as required by the Executive Board.

IF YOU HAVE OTHER OFFICERS ADD THEM HERE WITH THEIR LIST OF DUTIES

ARTICLE II— Committees

Section 1

The Executive Committee shall consist of all elected officers. It shall be empowered to act officially between meetings of the WMF, reporting such action to the next regular meeting. It shall be empowered to fill any vacancies occurring during the year in the Executive Committee.

Section 2

The standing committees shall be appointed by the members and Executive Committee and shall serve for one year or length of term deemed necessary. They shall present reports to the membership during the regularly scheduled monthly meetings unless a special report is otherwise required.

ARTICLE III—Meetings

Section 1

The WMF shall meet monthly and/or as deemed necessary to conduct its business, to discuss the WMF Mission of the month and review the WMF newsletter.

Section 2

All women are encouraged to attend the spring and fall rallies held in our district.

Section 3

The WMF Bible study shall usually be conducted monthly or as needed to complete the scheduled Bible Study lessons.

Section 4

Because of the many demands upon our time, it is well that the WMF Officers plan wisely. They should spend time in prayer and endeavor to establish goals for the year, and plan to achieve these goals. Immediately following the election of new officers, it is well that the new elected officers meet with the WMF officers, including those going off the board to evaluate the program of the past year and to consider goals for the coming year.

ARTICLE IV—Missions

Section 1

The AFLC ministries which WMF supports through personal involvement and financial contributions are World Missions, Home Missions, Christian Education and WMF General Fund.

Section 2

Special missions shall be supported upon the decision of the members.

SAMPLE CONSTITUTION FOR LOCAL WOMEN'S MISSIONARY FEDERATION

(For a Larger Congregation)

____(Organization name)____ Constitution

ARTICLE 1—NAME

The name of the organization shall be _____ of (CHURCH NAME)_____ in (CITY, STATE)_____. (CHURCH NAME) is part of the Association of Free Lutheran Congregations .

ARTICLE 2—PURPOSE

“And Jesus came up and spoke to them, saying, ‘All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.’” Matthew 28:18-20.

Older women likewise are to be reverent in their behavior, not malicious gossips nor enslaved to much wine, teaching what is good, so that they may encourage the young women to love their husbands, to love their children to be sensible, pure, workers at home, kind, being subject to their own husbands, so that the word of God will not be dishonored. Titus 2:3-5

The purpose of _____(Organization name)_____ is to obey God’s Word as written in Matthew 28: 18-20 and Titus 2:2-5. This is done by providing activities that will help us win others for Christ, build our faith, and equip us to share our faith and ourselves. These activities can meet a variety of needs women may have and also enable each woman to use the gifts God has given her. This will also help the women of _____(organization name)_____.draw closer to God, to each other, and to those around them.

ARTICLE 3 – MEMBERSHIP

Any woman who is a member of _____(CHURCH name)_____ is considered a member of _____(ORGANIZATION name).

ARTICLE 4 –MEETINGS

1. The _____(Organization name)_____ shall hold an Annual Meeting in the fall of the year (Or specified time of the year or month designated).
2. Any member of _____(Organization name)_____ present at the meeting shall have the right to vote.
3. Any motion seconded and carried must pass by a simple majority.

4. The Leadership Team may call special business meetings as needed, giving two weeks notice in the church bulletin.
5. Three (#) members of ____ (Organization name) ____ may call a business meeting, giving two weeks notice in the church bulletin.

ARTICLE 5 – OFFICERS

1. Officers for the Leadership Team of ____ (Organization name) ____ shall be elected at the Annual Meeting. Those elected shall begin serving their term the following January 1st. Officers to be elected are President, Special Events Coordinator, Hospitality Coordinator, Bible Study Coordinator, Secretary and Treasurer (OR the officers that you as a group designate).
2. The officers shall be elected for a term of two years. The President, Special Events Coordinator and Treasurer shall be elected on opposite years of the Hospitality Coordinator, Bible Study Coordinator and Secretary.
3. Election of officers shall be by a simple majority vote.
4. No officer shall serve more than two successive terms on the Leadership Team.
5. Any woman holding an office on the Leadership Team must be a member of ____ (CHURCH NAME) ____.
6. At each Annual Meeting a nominating committee shall be elected for the next year, and shall consist of three ____ (Organization name) ____ members who are currently not on the Leadership Team.

BYLAWS

ARTICLE 1 –DUTIES

1. The officers shall perform the duties entrusted to them by the ____ (Organization name) ____ and with God’s strength and guidance promote the purposes of ____ (Organization name) ____.
2. The President shall oversee all the workings of the ____ (Organization name) ____, making sure the activities planned are carried through and fulfill the purposes of ____ (Organization name) _____. She calls meetings of the Leadership Team as necessary. She shall be ex-officio member of all committees established by the Leadership Team.
3. The Bible Study Coordinator shall oversee the Bible study ministries of ____ (Organization name) _____. She takes initiative to help Bible studies get started as guided by the Leadership Team. She finds leaders for the Bible studies and helps them find topics and times, as needed.

4. The Special Events Coordinator oversees outreach events held by ___(Organization name)__. She can organize them herself or delegate the responsibility. She works with the Hospitality Coordinator for food service.

5. the Hospitality Coordinator oversees food service at any event held by ____ (Organization name)____. She can organize it herself or delegate it to a work group or others. She sets up the yearly rotation for coffee serving on Sunday mornings and sets up the work groups each year. She specifically oversees the kitchen Committee and the Work Groups Leaders.

6. The Secretary keeps the minutes at the Leadership Team meetings, at the Annual Meeting and other business meetings that may be held. She deals with any correspondence as guided by the Leadership Team.

7. The Treasurer shall keep accurate accounts of all money received and expended, and pay all expenses as authorized by the Leadership Team. She shall make a report to the Women's Fellowship.

8. The Leadership Team shall appoint a member of itself to be the President pro tempore in the absence of the President.

ARTICLE 2 – LEADERSHIP TEAM

1. The Leadership Team shall consist of all the elected and appointed officers. It shall be empowered to act officially between the meetings of ____ (Organization name)____ . It shall fill any vacancies occurring during the year until the next Annual Meeting.

2. Temporary committees may be established by the Leadership Team to perform specific duties related to fulfilling the purpose of ____ (Organization name)____.

ARTICLE 3 – BYLAW OR CONSTITUTIONAL CHANGE

The revised bylaws or constitution may be adopted at any Annual meeting of ____ (Organization name)____ by 2/3 majority vote provided copies of the proposed revisions to the bylaws or Constitution have been submitted for study to the Leadership Team and individual members two months prior to the Annual Meeting.