**POLICIES**

1. BOARD MEETINGS
2. The Southeastern Iowa Synodical Women’s Organization (SWO) Board meeting will be held at least quarterly, on a schedule approved by the Board, and when declared necessary by the President.
3. Expenses allowed for Board meetings are:
4. Mileage, at the rate of 40 cents per mile.
5. Per diem for meals -- $25.
6. Housing for overnight meeting will be arranged by the Executive Committee.
7. Synodical Board members are expected to attend all Board meetings and the SWO Convention. The President shall have the authority to excuse members from a Board meeting. Two unexcused absences may result in a request for resignation from the Board.
8. The Treasurer-elect, Newsletter (Directions) Editor, Churchwide Women’s Organization Triennial Gathering Promoter(TGP) and Synod Council Position shall have voice but no vote, at Synodical Board Meetings.
9. CONVENTIONS
10. The place and time for the SWO Convention shall be determined by the Board and announced to the Convention one year in advance.
11. Elected Officers and Board members shall be installed at Convention. Newly elected Officers and Board members not present shall be notified by written confirmation.
12. SWO Board members’ registration, travel, housing, and meals shall be paid by the SWO.
13. All Officers and Board members shall be required to attend the Convention and carry out assignments of specific duties.
14. Refunds:
15. No refunds of registrations shall be made after a cutoff date as determined by the Board per Convention.
16. Registrations can be transferred.
17. NOMINATIONS AND ELECTIONS
18. The Nominating Committee will present a ballot to the next SWO Convention with two or more nominees per Synodical Officer Board Member on the ballot. The President, Secretary and three (3) Board members will be elected in odd-numbered years. The Vice President, Treasurer, and four (4) Board members will be elected in even-numbered years.
19. An SWO Officer or Board member may not serve concurrently as an officer on another level of the ELCA.
20. It is strongly urged that no campaigning take place for SWO Officer or Board.
21. FINANCE/HONORARIUM
22. BOARD
23. Travel to cluster meetings outside Board member’s own cluster will be paid by the SWO, if representing SWO.
24. Whenever the local unit or Cluster of Women of the ELCA initiates an invitation to Synodical Officers or Board Member, the Cluster is to take the responsibility of speakers’ travel expense and honorarium (honorarium optional).
25. Person(s) invited to participate at SWO Board meetings shall be reimbursed for mileage to Synodical Board meetings and out-of-pocket expenses.
26. The SWO shall reimburse the Churchwide Women’s Organization (CWO) Triennial Gathering Promoter (TGP)

for mileage to Synodical Board meetings and out-of-pocket expenses.

1. In the event that the Church Wide Organization(CWO) Triennial Gathering Promoter (TGP) is not a delegate to the Triennial Convention, the Synodical Women’s Organization (SWO) shall fund the TGP for her expenses to the Triennial Gathering in a manner which will be commensurate with, but not exceed, the expenses that CWO allows for a delegate to the Triennial Gathering.
2. Any line item expense on a voucher, other than mileage, in excess of $5 must be supported by a signed receipt(s).
3. The SWO President should be fully funded by the SWO for all functions she is expected to attend, unless the CWO covers expenses.
4. Local units shall be encouraged to send offerings to the SWO Conventions.
5. SWO Conventions offerings will be distributed one-half to Women of the ELCA and one-half to specific ministries as determined by the SWO Board. SWO Convention offerings received after August 31 shall go into the SWO treasury.
6. A $50 Memorial shall be given in the event of the death of an SWO Board member. A portion or all shall be sent to Churchwide Women of the ELCA and notification of the Memorial sent to the family.
7. CONVENTIONS
8. The Treasurer shall present a printed statement of receipts and disbursements from February 1 to May 31 of the current Convention year to each SWO Convention.
9. Churchwide and Southeastern Iowa Synod staff shall not receive a fee for speaking at official SWO or cluster meetings that are related to their work.
10. Keynote speakers for SWO Conventions shall receive travel, meals, housing, and registrations for the time in attendance, plus honorarium as agreed upon at the time of the invitation.
11. Other program participants shall be reimbursed at the discretion of the Program Committee according to the budget guidelines.
12. The Parliamentarian, the Registrar, the Convention Chair, the Workshop Coordinator, the Meals Coordinator, the GPR editor, the Editor for Directions and the SWO Synod Council Position shall receive complimentary registrations to the Gathering and in addition the editor for Directions and the SWO Synod Council Position will receive housing costs in the same manner as a board member.
13. OFFICERS/BOARD MEMBERS/RESOURCE PERSONS
14. Retiring Officers and Board members shall transfer all essential and helpful materials to their successors with-in twenty-one (21) days after elections, with the exception of the treasurer, which shall begin February 1 following election.
15. Retiring Officers and Board members shall receive the Newsletter for one year.
16. If any Officer/Board member moves from the Synod during her term of office, or if she must resign for any other reason, a written resignation shall be submitted to the remaining members of the board. She shall transfer all essential and helpful materials to an Office or an Board member. The remaining members have the authority to appoint a replacement for the unexpired term.
17. Mailing lists of Synodical, Cluster, and Unit officers shall not be released outside the ELCA.

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