

**Women of the Evangelical Lutheran Church in America
Southeastern Iowa Synodical Women's Organization**

POLICIES

I. BOARD

- A) The Southeastern Iowa Synodical Women's Organization (SWO) Board meetings will be held at least quarterly on a schedule approved by the Board and when declared necessary by the President.
 - 1. Expenses allowed for Board meetings are:
 - a) Mileage at 50 cents per mile.
 - b) Per diem for meals – \$25 – when declared necessary by the President.
 - c) Housing for overnight meetings will be arranged by the Executive Committee.
 - 2. Meetings may be held virtually at the discretion of the Executive Committee.
- B) Synodical Board members are expected to attend all Board meetings and the SWO Convention and Gathering. 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.
- C) The Treasurer-elect, Newsletter (Directions) Editor, and Churchwide Women's Organization representative shall have voice but no vote at Synodical Board meetings.

II. GATHERING/CONVENTIONS

- A) The place and time for the Synodical Women's Organization (SWO) Convention and Gathering shall be determined by the Board and announced to the Convention one year in advance.
- B) Elected Officers and Board members shall be installed at the Convention and Gathering. Newly elected Officers and Board members not present shall be notified by written confirmation.
- C) SWO Board members' travel and housing (two Board members per room) shall be paid by the SWO. SWO Board members requiring private-room housing (one person in the room) shall make their own room arrangements at the Convention and Gathering hotel and request reimbursement for one-half of the room expense using a form provided by the Treasurer.
 - 1. If a Board member is unable to afford Convention and Gathering registration, she should contact the Board President.
- D) All Officers and Board members shall be required to attend the Convention and Gathering and carry out assignments of specific duties including all duties in job descriptions.
- E) Refunds:
 - 1. No refunds of registration shall be made after the registration deadline printed on the registration form per Convention and Gathering.
 - 2. Registrations can be transferred.

III. NOMINATIONS AND ELECTIONS

- A) The Nominating Committee will present a ballot to the next Synodical Women's Organizational (SWO) Convention and Gathering with one or more nominees per SWO Officer and 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 three (3) Board Members will be elected in even-numbered years.
- B) An SWO Officer or Board member should not serve concurrently as an officer on another level of the ELCA.
- C) It is strongly urged that no campaigning take place for SWO Officers or Board members.
- D) Following every Convention and Gathering election, the Synod Officers' and Board Members' correct contact information must be updated within 21 days and sent to Churchwide office and to the Directions Editor(s) by the SWO President;

IV. FINANCE/HONORARIUM

A) Board

- 1. Mileage to cluster meetings outside a Board member's own cluster will be paid by the Synodical Women's Organization (SWO), if the Board member is representing the SWO.
- 2. People invited to participate at SWO Board meetings shall be reimbursed for mileage to Synodical Board meetings.
- 3. The SWO shall reimburse the Churchwide Women's Organization (CWO) for mileage to Synodical Board meetings and out-of-pocket expenses.
- 4. Any line item expense on a voucher, other than mileage, in excess of \$5 must be supported by a signed receipt(s).
- 5. The SWO President should be fully funded by the SWO for all functions she is expected to attend, unless the CWO covers expenses.
- 6. Local units shall be encouraged to send offerings to the SWO Convention and Gathering.
- 7. SWO Convention and Gathering offerings will be distributed one-half to Women of the ELCA (CWO) and one-half to specific ministries as determined by the SWO Board. SWO Gathering/Convention offerings received after August 31 shall go into the SWO Treasury.
- 8. A \$50 Memorial shall be given in the event of the death of an SWO Board Officer or Member. A portion or all shall be sent to Churchwide Women of the ELCA and notification of the Memorial sent to the family.

B) CONVENTION AND GATHERING

- 1. The Treasurer shall present a printed statement of receipts and disbursements from February 1 to May 31 of the current Convention and Gathering year to each SWO Convention and Gathering.
- 2. 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.
- 3. Keynote speakers for SWO Convention and Gathering shall receive travel, meals, housing and registrations for the time in attendance, plus honorarium as agreed upon at the time of the invitation.
- 4. Other program participants shall be reimbursed at the discretion of the Program Committee according to the budget guidelines.

5. The Parliamentarian, the Bishop or the Bishop's representative, and the Chaplain shall receive complimentary registrations to the Convention and Gathering.

V. OFFICERS / BOARD MEMBERS / RESOURCE PERSONS

- A) All minutes, treasurer's reports, Gathering Programs and Reports (Gathering Programs) and other documents shall be kept for historical purposes for at least 7 years. Items may be kept electronically as deemed appropriate by the Executive Committee.
- B) Retiring Officers and Board members shall transfer all essential and helpful materials to their successors prior to or during the next scheduled meeting of the Board, with the exception of the Treasurer, which shall begin February 1 following election. Materials being transferred should include 2 years of information with older information transferred only as necessary.
- C) 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 materials to an Officer or Board member. The remaining members have the authority to appoint a replacement for the unexpired term.
- D) Mailing lists of Synodical, Cluster, and Unit officers shall not be released outside of the ELCA.