

# Northwest Synod of Wisconsin Synodical Women's Organization 5-H POLICIES AND PROCEDURES

## I. GENERAL

1. Newly elected Synodical Women's Organization (hereinafter referred to as SWO) officers/board members shall take office at the board meeting following their election. This board meeting shall be held within 60 days of the convention. All officers/board members leaving office shall also be at that meeting for the changeover. All materials on file shall be passed on to the new officers/board members via the 3-ring notebook containing the Constitution, Policies and Procedures, minutes of meetings and Treasurer's reports for two (2) years of office, newsletters (SWO and Church-wide) for one (1) year, an up-to-date map and list of churches, slate of officers and addresses, and a set of voucher sheets for expenses. The President, Secretary and Treasurer will keep copies of ALL minutes, Treasurer's reports, Constitution, and Policies and Procedures in their files which shall also be given to the newly elected person. Copies of minutes, Treasurer's reports and newsletters will be sent to Archives after four (4) years.
2. It is recommended that SWO officer/board members and conference leaders will not hold a local unit office during their tenure.
3. Job descriptions for each SWO office shall be prepared and/or updated by the person holding office, and reviewed upon leaving office. These job descriptions shall be subject to revision by the Board and passed on to the newly elected person.
4. It is the policy that we do not schedule Women of the ELCA SWO or Conference gatherings on a date that will conflict with Synod-wide or Church-wide Conventions or Assemblies.
5. Scholarships
  - (a). The SWO offers scholarships for women participants from the NW Synod of WI for:
    - (1). Up to eight (8) \$500 scholarships for women seminary students; (**revised vote 10-15-16**)
    - (2). Four \$100 scholarships to women attending ELCA Global Mission Events to be distributed at the discretion of the Administrative Committee;
    - (3). Seven (7) \$100 scholarships for women attending Lay School of Ministry;
    - (4). Two (2) scholarships per conference for the SWO Convention in the amount of the registration fee. If there are less than two scholarships in a given conference, the Administrative Committee, at its discretion, may award additional scholarships to other conferences.
    - (5). Two (2) \$200 scholarships per conference for the Church-wide Triennial Gathering. If there are less than 2 scholarship applications in a given conference, the Administrative Committee, at its discretion, may award additional scholarships to other conferences.
  - (b). The Scholarship Selection Committee, (the Administrative Committee of the SWO), will review the applications for all scholarships, (except Lay School scholarship recipients will be determined by the Lay School Scholarship Committee), keeping the criteria below in mind as well as considering ages, ethnic background, and mother/daughter applicants to increase diversity within our organization.

I am applying for this scholarship because (please circle one of the following numbers):

- (1). Financially, I could not attend without help.
- (2). The financial support will be helpful.
- (3). The financial support is not needed, but is encouraging and affirming.

**EXPECTATIONS:**

- (1). An attitude of wanting to make a difference because of attendance at this event.
- (2). A willingness to share your experience either in written form and/or verbally in our Northwest Synod.
- (3). Inability to attend the event constitutes forfeiture of the scholarship.

**RESTRICTIONS:**

- (1). No more than two (2) yearly events in succession.
- (2). One Triennial Gathering every six (6) years.
- (3). A Synodical Board member may receive a scholarship for only one (1) event during her term.

6. Guidelines for Additional Monetary Requests

(a). The beneficiary will be affiliated with the ELCA.

(b). The request should reflect the goals and purpose of the Women of the ELCA. Requests will be considered individually by the Administrative Committee and/or the SWO Board.

## **II. FINANCIAL POLICIES**

1. There shall be two persons with signature on the SWO checking accounts. All checks issued by the SWO shall be signed by the Treasurer or the other designated officer.

2. Accounts:

- a. SWO checking account
- b. Conference checking account
- c. Savings account
- d. Mission Investment Account with the ELCA

3. Offerings

a. 50% of all offerings received by the Synodical Women's Organization shall be submitted to church-wide Women of the ELCA.

b. 1% of all congregational unit offerings shall be put into savings and designated for the purchase of office equipment for SWO officers. **(Revised, vote 10-5-16) Removed the words and conference offerings.**

**c. 1% of all Congregational Unit offerings and conference offerings shall be put into savings and designated for convention expense. Omitted Vote 3-4-17,**

d. 100% of Thankofferings are to be submitted directly to church-wide. If Thankofferings are received by the SWO Treasurer, they are submitted in full to church-wide Women of the ELCA.

e. Other offerings submitted in full to church-wide Women of the ELCA include **conference offerings**, Special Offerings and designated offerings which will be passed on in full to the designated ministry (such as Katie's Fund, grants, scholarships, LWR, World Hunger, ELCA Disaster, Project Comfort). **(revised, vote 10-5-16)**

#### 4. Convention Expense Fund

Congregational units shall submit \$30 yearly for the SWO Convention Expense Fund. Units are encouraged to submit this payment to the SWO Treasurer in February, March or April. The purpose of this fund is to help defray the expenses of the convention and to keep the registration fee low, enabling and encouraging more to attend. (Raised to \$30 in 2008)

#### 5. Memorials

The SWO shall give a memorial gift of \$15 to Church-wide Women of the ELCA in memory of the death of a current officer/board member, their spouse, child, grandchild or parent. (Revised 11-6-10)

6. A gift of \$25 shall be given to the Church-wide Women of the ELCA in honor of each officer/board member leaving or completing the position to which elected. If after serving 2 or 4 years in a position the member chooses to serve and is elected to another position on the board, she has completed her first position and a gift will be given to the Church-wide Women of the ELCA in her honor. The outgoing board member may choose the designated area.

#### 7. Questions to consider when supporting ministries outside Women of the ELCA:

- a. Has our synodical organization met its commitment to the women's organization?
- b. Does the ministry help fulfill the Purpose Statement of Women of the ELCA?
- c. Will our financial support cause actions and responses that will benefit women?
- d. Are there women decision-makers? How many women hold positions of influence?
- e. Is the organization tax exempt? Do they publish their financial data?

8. Upon taking office, the President may be issued, by the SWO Treasurer, a \$300 check for the President's Expense Fund. These funds are to be deposited in a SWO checking account in her community. The President is authorized to use these funds for Board expenditures, emergency situations, and Board expenses in the absence of the Treasurer. The President shall submit an expense voucher to the Treasurer for reimbursement to

this fund. Upon completion of her term, the President will close this account and reimburse the SWO Treasury \$300.

9. The Treasurer shall refer to the SWO Treasurer's job description and to the Women of the ELCA Guide for SWO Treasurers for procedures regarding deposits, disbursements, audit, forms, and general treasurer information.

10. The SWO Fiscal year ends January 31. A committee of at least three (3) members shall be appointed by the SWO board, none of whom can be members of the current SWO board or of the treasurer's congregational unit, to review the financial records for the fiscal year. This review shall be completed by June 15<sup>th</sup> and reported to the SWO Board at its next meeting. (Revised 11-7-15)

The committee shall review the financial records by:

- a. reconciling cash received with deposits recorded in the bank statements
- b. verifying vouchers paid with check copies and the checkbook register

A statement from the review committee shall be included with the year's financial report and sent to church-wide within 30 days of the review.

11. Vouchers submitted by the Treasurer shall be approved for payment by another member of the executive board.

### **III. BOARD MEETINGS**

1. The Board shall meet at least twice a year. The Administrative Committee shall meet between board meetings as needed. The Administrative Committee shall arrange for facilities for full board meetings at a time and place convenient for all. A snow date will also be made. Communication shall be sent with specific directions and telephone number of meeting place. All board members are expected to attend.

2. As a member of the Board, having accepted and been elected to this responsible position, it shall be the policy that after two (2) unexcused absences from a called board meeting during their elected term, the Administrative Committee shall ask the board member to resign. (an excused absence being illness, emergency family matter, etc.) The Administrative Committee shall then appoint a qualified person to fill the remainder of the term. (Revised 11-7-15)

3. If the SWO President is unable to attend a Church-wide Board meeting, the Vice President or other designated officer shall attend with voting power.

### **IV. MINUTES, RECORDS, MAILING LISTS:**

1. Minutes, newsletters, and ALL other correspondence sent to members and/or participants of the Synod shall be reviewed by the President and/or the Vice President at their discretion.

2. Requests of mailing lists shall not be honored except from an ELCA concern.

3. Permanent files of the President and Secretary shall contain all SWO and Conference Board minutes, all convention minutes, and all SWO and Conference rosters for four (4) years, and then such records will be sent to Archives by the Secretary.

4. Permanent files of the President shall also include all Church-wide Board and Convention minutes and Church-wide highlights.
5. Permanent files of the Treasurer shall include all Treasurer's books, including receipts and disbursements, audits, and budgets.
6. SWO Convention minutes and minutes of all meetings shall be sent to SWO Officers/board members and Conference Coordinators within three (3) weeks of the meeting.
7. Administrative Committee meeting minutes shall be sent to the SWO Board only.
8. The SWO Secretary shall be informed of all address changes – Synodical, Conference and Congregational unit presidents – and in turn pass on information to board members. At the Conference Leadership Training, an up-dated list of SWO Officers, board members, and Conference leaders shall be distributed.
9. The SWO Secretary shall provide the most current conference mailing list to the SWO Board Conference Representative, Conference Secretary, the SWO President and the Northwester editor.

## **V. MISSION AREAS:**

1. W/ELCA programs and activities are organized around three (3) areas. They are: Discipleship, Stewardship, and Justice. Together these areas provide a holistic approach to living the gospel of Jesus Christ in today's world and provide resources for women to grow in faith and mission.
2. Three (3) Board members shall be appointed by the Administrative Committee to be chairs of the program areas. These committees shall be limited to five (5) members and meet at least yearly and as needed to fulfill their goals. Membership shall include SWO board members – and members at large, when and if needed. Expenses for meetings shall be paid by the SWO.
3. Each program area shall establish goals prior to each Biennial Convention. Goals shall be printed in each convention booklet. These goals shall function interdependently, and in partnership, sharing responsibility for fulfilling the common purpose of the Women of the ELCA.
4. Any expenditure of \$200 or more shall be approved by the Administrative Committee.

## **VI. EXPENSES AND HONORARIA:**

1. Immediately following a SWO event, the Secretary shall write, or delegate someone to write, thank you notes to the speakers and program participants. If an honorarium or mileage payment is to be made, this shall be included with the note.
2. Mileage for SWO officer/board members who are asked to speak at Congregational Unit meetings/events shall be paid by the group asking for the speaker. Honorariums may not be accepted. When accepting a speaking engagement, this shall be made known to the person extending the invitation.
3. When attending an SWO meeting, all expenses shall be paid to officer/board members, including mileage, at 40 cents per mile subject to revision by the SWO Board when federal mileage guidelines change, and meals. Receipts for meals must be submitted to the Treasurer. Meals en route shall also be paid. No

alcoholic beverages. (Revised 11-7-15) Board mileage expense will be optional at the discretion of the board member. **(Revised 10-15-16).**

4. When Church-wide staff, Administrative Committee member, or member at large is invited to speak at SWO or Conference events, efforts shall be made to coordinate the scheduling of two (2) or more appearances, arrange for in-Synod travel, lodging, and food with the host (SWO or conference), to assume cost of same.
5. Payment for speakers, etc. at a convention or event shall be as follows:
  - (a). Keynote speakers: Registration waived, meals, mileage at current federal guidelines, and lodging, if needed, and \$300 honorarium. If a speaker has a set fee, the SWO Board shall make the decision as to whether or not to accept their speaking engagement.
  - (b). Workshop leaders shall be given a \$100 honorarium for the first presentation, \$50 for each additional presentation, registration waived, meals, mileage at current federal guidelines, and if the leader is present for two (2) days, lodging shall be paid.
  - (c). Song leaders, accompanists and other “main” participants such as liturgists and ceremony leader(s) shall receive a \$50 honorarium, have registration waived, meals paid, and if their leadership is for two (2) days, lodging shall be paid. (Revised 11-7-15)
  - (d). Worship preachers shall be given a \$125 honorarium plus mileage at current federal guidelines. The worship service shall be planned by the Conference assigned to this task or the Convention Committee.
  - (e). If the Convention Committee requests payment for any other program participant, it shall be given at the discretion of the SWO Board following the above guidelines.
  - (f). Expenses and honorariums for speakers and equipment, etc. shall be paid within two (2) weeks after the event, or within two (2) weeks of bills being received by the Treasurer.
  - (g). Individual requests for mileage instead of lodging shall be at the discretion of the convention committee. (Added 11-7-15)
6. SWO subcommittees and task forces are responsible to the SWO Board and shall be invited to the board meetings when appropriate.
  - (a). Any fund requests shall be in written form to the Administrative Committee.

## **VII. NOMINATING COMMITTEE**

1. A Nominating Committee of at least three (3) members shall be appointed by the Administrative Committee. The SWO Vice-President will convene the Committee and oversee the task and completion of their work. The Vice President shall not be a member of the committee.
2. Postage, mileage at current federal guidelines, phone calls and other expenses for the Nominating Committee shall be paid by the SWO Treasurer.
3. The Administrative Committee shall inform the Nominating Committee of the offices to be filled and provide the appropriate job descriptions.

4. The Nominating Committee shall present a resume, address, telephone number, credentials, name of local congregation, and picture of each nominee for the convention booklet.
5. The Nominating Committee shall present a slate of at least one (1) nominee for each position on the SWO Board. In all elections a majority of the votes cast shall elect, except in the election of voting member to the Triennial Convention. Nominations from the floor, at the SWO Convention, shall be accepted provided the nominee has been contacted and has given consent to serve if elected. In the event there are no nominees for President and/or Vice President, the nominating ballot shall be used.
  - (a). Voting members (delegates) to the Triennial shall be elected following guidelines sent from Church-wide.

## **VIII. CONVENTION**

1. A general chair or co-chair of the SWO Convention committee shall be chosen by the SWO Board through recommendation from the Administrative Committee. Names may be given for consideration to the Administrative Committee by any Synodical woman. The Convention Chair's expenses to the Convention shall be paid. A file shall be kept by the Chair with all SWO Convention materials.
2. The SWO Convention Committee will consist of: the Chair, the SWO President, and two (2) or three (3) members at large appointed by the Board.
3. The general chair of the Convention shall name functional committees. The seven (7) Conference Chairs, or an appointee from their Conference, will form the committees from their respective Conferences.
4. All standing Convention committees shall be appointed by the President.
5. Registration and all other fees shall be transferable but not refundable after seven (7) days prior to the convention.
6. The Registrar for the Convention shall be appointed by Convention Chair.
7. The Convention theme, goals, and offering objective shall be approved by the SWO Board. Keynote speakers for the Convention shall be selected by the Board.
8. All matters of business to be introduced on the floor of the Convention shall be reviewed by the Administrative Committee or the appointed Resolution Committee.
  - (a). Resolutions to be considered at the convention must be submitted by March 15 of the convention year. (Added 11-7-15)
  - (b). All resolutions received after March 15 of the convention year will be acted upon at the next SWO Board Meeting. (Added 11-7-15)
9. The Representative of Church-wide Women of the ELCA shall conduct the installation of the entire SWO Board at the Convention.

## **IX. SYNODICAL NEWSLETTER**

1. The SWO Board shall appoint a newsletter editor. She shall have the responsibility of collecting articles, editing, delegating the layout and typing, and taking care of subscriptions and the mailing list.
2. The newsletter editor shall be responsible for assembling and distributing the newsletter quarterly. Use of a church's non-profit postage permit is encouraged to lower costs of mailing the newsletter.
3. Newsletter subscriptions for paper copies will be mailed to anyone for \$8.00 per year. To be cost effective it is recommended that free electronic versions of the newsletter be sent to all who are able to receive it in this manner.
4. Paper copies of the SWO newsletter shall be mailed to the following:
  - (a). SWO Board members;
  - (b). SWO Committees;
  - (c). Conference Board Members;
  - (d). Congregational Unit and Inter-congregational Unit Presidents
  - (e). Synod Office
  - (f). Region V SWO Presidents
  - (g). Seven copies to the Church-wide Women of the ELCA, ATTN: Executive Director, Director of Communications, Church-wide President, Region V Liaison, Program Areas: Stewardship, Discipleship, and Justice
  - (h). Editors and/or Presidents of surrounding SWO's
  - (i). Contact Person at church or in care of church that does not have an active Women of the ELCA Unit.
5. The SWO President shall be given extra copies for use at her discretion, such as Synod Council, Synod Assembly, etc.
6. The name of the SWO Newsletter shall be called "THE NORTHWESTER", and for easier recognition, shall be printed on green paper.
7. Congregational Units are encouraged to send in the cost of the newsletter subscription for their president, board members and/or pastor. Donations for newsletter costs are accepted.

## **X. CONFERENCES**

1. Conference officers shall receive training at an annual leadership workshop conducted by the SWO Board. Mileage and registration fees for conference officers will be paid by the conferences. Those Conferences not providing leadership training are to make the SWO Board training available to their Unit officers. It is recommended that units pay for their officers to attend. (Revised 11-7-15)
2. Conference Coordinators shall meet at least once a year with the SWO Board in addition to Leadership Training. Expenses shall come from the SWO general board budget.



3. The Conference Treasurer will be known as the CONFERENCE FINANCIAL SECRETARY.

\*Each Conference shall determine how their finances will be handled, using Option 1 or 2, and will follow guidelines applicable to their option.

OPTIONS:

1. Deposit ALL funds with the SWO Treasurer.

OR

2. Establish a Conference Bank Account not to exceed \$300.

+OPTION 1 GUIDELINES:

Deposit ALL funds with the SWO Treasurer, to be held under the item name for the Conference. These funds will be available, with voucher, upon request by the Conference Financial Secretary/Coordinator for use for Conference events.

(a). All checks received for Conference events (registration, offering, etc.) MUST be made payable to the WOMEN OF THE ELCA.

(b). Any cash money received by the Conference Financial Secretary shall be forwarded to the SWO Treasurer by money order, or personal check, made payable to WOMEN OF THE ELCA. (Revised 3-17-07)

(c). An event or Project Budget form – Conference Form C – shall be used as a guide to plan each event.

(d). For events to be self-supporting, a fee may be charged that will cover materials, postage, meals, and any other expenses pertaining to the event.

(e). The Conference Financial Secretary will receive registration and money, keep records, and transfer the money with a list of checks to be written by the SWO Treasurer to cover expenses within two (2) weeks of event, or after bills are received, using Forms A and B.

(f). OFFERING from Conference Events (Spring Rally, Day of Renewal, Retreat, Leadership Seminars), shall be designated as follows:

(1). Expenses first, if not covered by registration fee;

(2). One half to SWO;

(3). One half to Mission(s) Ministry in support of Women of the ELCA Purpose Statement: Bible Camps, World Hunger, Food Pantry, etc. and/or a monetary portion held over for a future Conference event.

(g). When a NW WI SWO Conference is in need of financial help, they shall submit a written request and a copy of their present financial statement to the SWO President for approval by the Administrative Committee.

(h). A Conference Financial Report, January 1 to December 31, will be sent to the SWO Treasurer by

January 31.

+OPTION 2 GUIDELINES

Establish a Conference Bank Account, not to exceed \$300, to pay small Conference bills (postage, photocopies, and other expenses).

The Conference Financial Secretary is responsible for establishing the Bank Account.

All additional monies will be sent to the SWO Treasurer to be held under the item name of the Conference. These funds will be available, with voucher, upon request by the Conference Financial Secretary or Coordinator for use for Conference events.

(a). ALL checks received for Conference events, (registration, offering, etc.) MUST be made payable to WOMEN OF THE ELCA.

(b). ALL cash money received by the Conference Financial Secretary will be deposited in the Conference Bank Account and will provide a means in which to transfer monies by check payable to WOMEN OF THE ELCA to the SWO Treasurer. Conferences can ONLY replenish the established bank account by voucher request to the SWO Treasurer.

(c). An Event or Project Budget form – Conference Form C – shall be used as a guide to plan each event.

(d). For events to be self-supporting, a fee may be charged that will cover materials, postage, meals, and any other expenses pertaining to the event.

(e). The Conference Financial Secretary will receive registration and money, keep records, and transfer the money with a list of checks to be written by the SWO Treasurer to cover expenses within two (2) weeks of the event, or after bills are received, using Forms A and B.

(f). OFFERING from Conference events, (Spring Rally, Day of Renewal, Retreats, Leadership Seminars), shall be designated as follows:

(1). Expenses first, if not covered by the registration fee;

(2). One half to SWO;

(3). One half to Mission(s) Ministry in support of Women of the ELCA Purpose Statement: Bible Camps, World Hunger, Food Pantry, etc. and/or a monetary portion held over for a future Conference event.

(g). When a NW WI Conference is in need of financial help, they shall submit a written request and a copy of their present financial statement to the SWO President for approval by the Administrative Committee.

(h). A Conference Financial Report, January 1 to December 31, will be sent to the SWO Treasurer by January 31.

4. When a Conference event is planned, the SWO Representative to the Conference shall be included in the planning. The SWO Board Representative should be in attendance at all Conference meetings, and she should be notified at least two (2) weeks in advance of the meeting by Conference leaders. The SWO Board shall be kept informed by this Representative as to dates, times and places. Her expenses shall be provided by the SWO.

5. Any Conference mailings to Congregational Units and Inter-congregational Units, including minutes, shall be sent to the SWO President and the Representative.
6. A SWO Representative shall attend each Conference event such as Retreats, Days of Renewal, etc. Her mileage at 40 cents per mile subject to revision by the SWO Board when federal guidelines change and lodging (if needed) shall be paid by the SWO. Registration and meals shall be provided by the Conference. (Revised 11-7-15)
7. Conference leaders shall be responsible for appointing committees for Conference Retreats. The Conference Coordinator shall be a member, or ex-officio member, of the Retreat Committee.
8. Conferences shall not have a Constitution, but are encouraged to have a Policies and Procedures Statement. A copy shall be sent to the SWO Board.
9. Conference, Congregational Unit, and Inter-congregational Unit roster (listing) of leaders shall be the Conference leaders' responsibility to obtain and send to the SWO Secretary by January 1 of each year.
10. When a Conference officer resigns during her term, the Conference Leaders shall appoint an individual to complete her term.
11. When Conference leadership changes due to elections or appointments, a new officer roster shall be sent to Conference officers, the SWO Secretary, Northwester editor and the SWO President within 30 days.
12. It shall be the responsibility of the Conference Coordinators and her officers to provide information to the editor of the Northwester and the webmaster on a regular basis. Other members are welcome to submit information for publication. Conference officers shall encourage and assist congregational Units to submit local information as well.

## **XI. MISCELLANEOUS**

1. The SWO Board shall purchase letterhead and printed envelopes for use by officers/board member in their respective positions.
2. The SWO President shall accept and/or delegate requests for speaking engagements for the SWO Board, sharing this responsibility when appropriate.
3. Purchase of office equipment for use by SWO Officers is at the discretion of the Administrative Committee.

(Revised by the SWO board 3-4-17)