

Constitution and Bylaws of the Wisconsin Federation of Lutheran Altar Guilds

Article I - Name

This organization shall be known as the Wisconsin Federation of Lutheran Altar Guilds (WFLAG).

Article II - Mission

The mission of this organization shall be:

- a. To promote better understanding regarding the art of beautifying the church chancel in keeping with Biblical precepts, Christian tradition, and Lutheran heritage.
- b. To serve as a resource for reliable information on related subjects
- c. To encourage the formation of Altar Guilds in congregations and to assist all such efforts whenever called upon for help.

Article III • Membership

1. Any altar guild of congregations of the Lutheran Church Missouri Synod may be members of the organization.
2. Dues shall be \$25.00 per year for member organizations.
3. Membership of any organization may terminate membership by informing the WFLAG Executive Committee in writing.

Bylaws

1. Officers

The officers of the Federation shall be: president, vice president, secretary, and treasurer.

2. Election of Officers

- a. Officers shall be elected at the annual meeting and shall continue to hold office for two years.
- b. Duly elected officers may succeed themselves no more than twice.
- c. Candidates receiving the majority of votes shall be declared elected.
- d. The president and treasurer shall be elected in the odd numbered calendar years.
- e. The vice president and secretary shall be elected in the even numbered years.
- f. Officers shall assume their duties immediately following the Annual meeting.

3. Meetings

- a. The Annual Meeting of the Federation shall be held in the spring of the year. The meeting date will be set by the officers and announced in a timely manner.
- b. Meetings of the executive board shall be held at a place and time designated by the president and pastoral advisor. The executive board will meet at least twice a year.

4. Nominations

- a. The executive board shall prepare a slate of nominations for officers.
- b. Member organizations or individual members may submit names to the executive board.
- c. Additional nominations may be made from the floor at the annual meeting with the consent of the nominees.

5. Quorum

Members of Member Organizations who attend the annual meeting are entitled to vote. A quorum at any regular meeting shall consist of the members present.

6. Duties of Officers

a. The President

- 1) Shall preside at the annual meeting of the Federation and at all executive board meetings.
- 2) Shall appoint such committees as agreed upon by the executive board.

b. The Vice President

- 1) Shall preside in the absence of the president.
- 2) Shall assist the president in her/his duties.

c. The Secretary

- 1) Shall record the minutes of all annual meetings and board meetings.
- 2) Shall maintain a record of all meeting minutes.
- 3) Shall send notices of the annual meeting to each member organization in a timely matter.
- 4) Shall send a copy of the minutes to Altar Guilds upon request.
- 5) Shall handle all correspondence of the Federation.
- 6) Shall be responsible for submitting publicity and news releases as directed by the Executive Board.

d. The Treasurer

- 1) Shall deposit and draw all monies for the Federation. (One other officer, the president, shall be empowered to make deposits and draw checks, should the treasurer be unable to perform her/his duties.)
- 2) Shall keep an accurate record of all receipts and disbursements and make all payments authorized by the executive board.
- 3) Shall prepare an Annual Financial Report for presentation at the Annual Meeting.
- 4) Shall submit books for review prior to the annual meeting.

7. The Executive Board

- a. Shall consist of the elected officers of the Federation and the pastoral advisor.
- b. Shall fill all vacancies occurring in the elective offices, except the office of president.
- c. Shall transact the business of the Federation in an emergency.

8. The Pastoral Advisor

- a. The executive board, with the help of North and South Wisconsin District offices, shall appoint one pastor for a two year term as pastoral advisor of the Federation.
- b. The pastoral advisor shall be a member of the executive board and shall serve the Federation in an advisory capacity without voting rights.
- c. He will attend the annual meeting, meetings of the executive board, and assist the Federation whenever necessary.
- d. He shall help plan the Communion Service, for the annual meeting, with the host pastor.
- e. He shall install the newly elected officers at the annual Meeting.

9. Mission Projects

- a. Suggestions for mission projects for the Federation to consider may be sent to the executive board. All proposed projects will be given prayerful consideration and will be presented at the annual meeting.
- b. The Free Will Offering collected at the Annual meeting will be given to the designated recipient(s) as approved by the member organizations at the Annual Meeting.

10. Amendments

- a. This constitution may be amended by a two-thirds majority vote of the members present and voting at the annual meeting.
- b. Proposed amendments must be presented to the member organizations prior to the annual meeting.