
THE BYLAWS OF THE NORTH DAKOTA DISTRICT LUTHERAN CHURCH - MISSOURI SYNOD

I. DISTRICT ORGANIZATION

A. NAME

1.01 Name

The Name of this District shall be the North Dakota District of the Lutheran Church--Missouri Synod.

B. MEMBERSHIP

1.02 Eligibility

- a. The District welcomes into membership congregations and individuals (Pastors, teachers, professors, pastor and teacher candidates) who meet the membership requirements stipulated in the Constitution of The Lutheran Church - Missouri Synod, Article V and VI.
- b. All members of the District will be expected to cooperate in carrying out Christ's mission for His church by preaching the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). To that end they will be active in administering the Office of the Keys (John 20:21-23, Matthew 18:15-20), uniting in worship (Hebrews 10:24-25), practicing fellowship with one another (Acts 2:42), witnessing to all men (Acts 1:8), helping each other grow in the Word (Ephesians 4:11-14), and serving the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10).

1.03 Application and Reception of Congregations

- a. Each application for membership in the Synod by a congregation shall be submitted to the District President and acted upon by the Board of Directors of the District at any regular meeting. [SHB 2.3.1]
- b. The president and secretary of each newly admitted congregation shall, as representatives of the congregation, sign the Constitution of the Synod in a special worship service held by the congregation. In recognition of the importance of the event, the District President shall normally attend the service. Such shall occur as promptly as possible following approval of the congregation's application for membership. [SHB 2.3.1(b)]
- c. The signatures to the Constitution on behalf of the congregation shall be preserved by the District Secretary and the year in which the congregation is received into membership shall be noted. [SHB 2.3.2]

1.04 Application and Reception of Eligible Individuals

Each individual shall evidence an intent to accept membership in the Synod promptly after the assignment of first calls and prior to ordination or commissioning. This is to be done by signing and filing with the President of the District, in which membership will be initially held, a statement, to be supplied by the District President, which acknowledges subscription to the Constitution of the Synod. Upon installation following ordination or commissioning, the signing of that statement shall be deemed equivalent to the member having signed the Synod's Constitution. [SHB 2.10.2(d)]

1.05 Duties of Members

Every member of the Synod shall diligently and earnestly promote the purposes of the Synod by word and deed. [SHB 1.3.4]

1.07 Duties of Advisory Members

Advisory members of the District shall attend District Conventions, but they shall not be elected by any congregation or by any group of congregations as lay delegates to a district or a national convention of the Synod, nor shall they be accredited as such. [SHB 4.2.3]

1.09 Relation of the District (Synod) to Its Members

- a. The Constitution, Bylaws, and all other rules and regulations of the Synod and of the District, apply to all congregational and individual members of the Synod and of the District. The District expects congregations that has not been received into membership, but is served by the District, and whose ministers of religion, ordained and commissioned, hold membership in the Synod and District to honor its rules and regulations. [SHB 1.7.1]
- b. The District expects every member congregation to respect its resolutions and to consider them of binding force if they are in accordance with the Word of God and if they appear applicable as far as the condition of the congregation is concerned. The District, being an advisory body, recognizes the right of the congregation to be the judge of the applicability of the resolution to its local condition. However, in exercising such judgment, a congregation must not act arbitrarily, but in accordance with the principles of Christian love and charity. [SHB 1.7.2]
- c. While retaining the right of brotherly dissent, members of the District are expected as part of the life together within the Synod fellowship to honor and to uphold the resolutions of the Synod and the District. [SHB 1.8.1]
- d. Membership of a congregation in the District gives the District no equity in the property of the congregation. [Con. VII – Para 2]

1.11 Constitutions of Congregations

- a. A congregation which applies for membership in the Synod and District shall, before its application is submitted to the District Board of Directors, submit its constitution and bylaws to the District President, who shall refer such to a standing constitution committee of the District. This committee shall examine the constitution and bylaws to ascertain that they are in harmony with Holy Scripture, the Confessions, and the teachings and practices of the Synod in order that any necessary changes may be made by the congregation before the application are acted upon. An application for membership by a congregation shall not be acted on by the District Board of Directors until the congregation has made such changes as may be deemed necessary. [SHB 2.2]
- b. A member congregation which revises its constitution or bylaws or adopts a new constitution or bylaws shall, as a condition to continued eligibility as a member of the Synod, submit such revised or new constitution and/or bylaws to the District President, who shall refer such to the District's constitution committee for review to ascertain that the provisions are in harmony with Holy Scripture, the Confessions, and the teachings and practices of the Synod. Upon advice of the constitution committee and recommendation by the District President, the District Board of Directors shall determine if the changes are acceptable to the Synod. Upon favorable action by the District Board of Directors, the congregation shall be notified that the changes are acceptable to the Synod and that the congregation is entitled to continue to function as a member of the Synod in good standing under the new or changed constitution or bylaws. Actions by the District Board of Directors under this paragraph shall be reported to the next convention of the District. [SHB 2.2]
- c. It shall be the policy of the Synod and the District to decline membership to congregations whose constitutions deny membership or other congregational privileges to any Christian because of race or ethnic origin; [SHB 2.3.1(a)]

C. DISTRICT CONVENTIONS

1.21 Time and Authority of Conventions

- a. The District shall meet in convention at a date to be determined by the District Board of Directors. However, the convention shall not meet over a Sunday morning. The determined date is to be announced two years prior to the convention.
- b. The convention of the District shall be the District's chief legislative assembly. It shall establish policies, programs, and procedures to carry on the District's work.

1.23 Convention Service

- a. Ordinarily, the convention shall open with the celebration of Holy Communion.
- b. The President of the Synod or his representative shall deliver the sermon at the opening or convention service.

1.24 Convention Essays and Reports

- a. At least one major essay shall be presented at the District Convention. The essayist(s) and the subject(s) of the essays(s) shall be selected by the District President.
- b. The President of the District, as well as other officers of the District, shall render a report of their activities since the previous convention.
- c. The President of the Synod or his representative shall report on the condition and affairs of the Synod.

1.27 Accrediting of Delegates

The delegates of a voting congregation shall stand accredited and entitled to vote upon presenting to the Secretary at the opening of the convention the proper credentials provided by the District Secretary and signed by two of the congregation's officers. [SHB 4.2.2(a)]

1.28 Advisory Delegates

All nonvoting ordained ministers who are members of the Synod within the District and all commissioned ministers who are members of the Synod within the District shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention. [SHB 4.2.3(a)]

1.29 Attendance of Delegates

All duly elected voting delegates shall attend all sessions of the convention regularly until the close of the convention. All advisory members are expected to attend all sessions of the convention. Those advisory members whose office in the Synod, District, or other entity imposes professional or service requirements on which full and regular convention attendance makes undue demands, shall nevertheless, in consultation with their supervisory boards, arrange for their own partial or occasional attendance and participation in accordance with policies established by their supervisory boards. [SHB 4.2.2(b) and 4.2.3(b)]

1.31 Convention Arrangements and Procedures

The conventions of the District shall be governed by the Bylaws adopted by the Synod for its conventions, insofar as these may be applicable.

- a. The Board of Directors shall have the responsibility for convention arrangements.
- b. The District President, upon approval of the Board of Directors, shall inform the members of the District at least four months prior to the opening of the convention of procedures to be followed in submitting reports and overtures to the convention.
- c. The District may adopt any other regulations, provided these are not contrary to the Constitution and Bylaws of the Synod. The President of the District shall conduct the sessions of the convention according to accepted parliamentary rules.
- d. The President of the District shall inform the delegates in advance of the order of business for each day's session. Brief daily minutes of the sessions shall be presented by the Secretary of the District.
- e. The District President or his authorized representative shall communicate the activities of the convention to the public.
- f. The official proceedings of the District convention shall be sent to all delegates (voting and advisory) and to all members of District Divisions and commissions. The cost shall be paid by the District.
- g. Before adjournment the convention shall consider invitations for the next convention. The place of the next convention shall be determined by the Board of Directors.
- h. Travel and convention expenses of the voting and advisory delegates are to be borne by the congregations in which they hold membership. The District will bear the expenses of all District officers and District employed advisory members required to attend the convention and of the convention essayist. All others are responsible for paying their own expenses. The District President shall have the authority to determine exceptions.
- i. Congregations shall not require their delegates to vote in accordance with specific instructions, but every delegate shall be permitted to vote according to his/her own conviction.

II. DISTRICT ADMINISTRATION

A. OFFICERS AND DIVISIONS

2.01 District Emphases for Officers and Divisions

The District expects its Officers and Divisions:

- a. to assist every congregation in the District, and its public ministry, to discover, determine and fulfill its mission to itself, the community, and the world in the most effective and efficient manner;
- b. To suggest planned strategies and programs for doctrinal practice and supervision, evangelism and mission, Christian education, stewardship, social ministry, and public relations for all congregations of the District;

- c. To seek involvement of all members of District congregations - viz., men and women, children and youth, elderly and invalids-in the mission and ministry of the congregations;
- d. To maintain effective printed and personal channels of communication to assist congregations and those in the public ministry in their task;
- e. To coordinate District - Circuit - Congregation relationships by clarifying areas of operational responsibility and program priorities;
- f. To develop a comprehensive program of evaluation to seek to determine if District leaders, divisions, and members are effectively carrying out the mission of the Church and the objectives of the District and the Synod.

2.02 Officers

The officers of the District elected at convention sessions of the District are: A President, two Vice-Presidents, a Secretary, and a Treasurer.

2.03 Boards, Divisions, and Staffing of District Offices

The Boards, Divisions, commissions, committees, and executives of the District shall be elected or appointed as follows:

- a. Elected by the convention of the District:
 - Six (6) Circuit Counselors
 - A Board of Directors
 - Members of the District Divisions as specified by the Bylaws
 - A District Nomination Committee
 - Member of the Synod's Committee for Convention Nominations as per Synod's Bylaws
- b. Appointed by the Board of Directors
 - An Executive Director
 - Members of the District Divisions as specified by the Bylaws
 - Four (4) District Reconcilers
 - Ad Hoc Committees
 - Other Committees and/or Representatives as required by the Synod
- c. Appointed by the District President:
 - All convention Committees

2.06 Term of Office

- a. The term of office of all elected District officers and of the members of all District divisions and commissions shall be (3) three years unless these Bylaws shall hereinafter explicitly provide otherwise.
- b. Installation of all elected personnel shall take place before the close of convention and all officers and members of divisions and commissions shall assume office as soon as possible after either election or appointment.

2.07 Successive Terms

- a. All elected District Officers and members of District Divisions and commissions shall be ineligible for reelection or reappointment to the same division or office after serving a total of (3) three complete successive terms.
- b. The number of successive terms in office for the Executive Director of the Board of Directors shall be without limitation.

2.08 Holding More than One Office [SHB 1.5.1.2]

- a. No one, either in the Synod or in the District, or between the Synod and the District, shall hold more than one elective office; or more than two offices, although one or both be appointive; or ever hold two offices of which one is directly responsible for the work done by the other.
- b. An office shall be regarded as elective only if it is an office filled through election by a national or a District convention, even though a vacancy in such an office may be filled by appointment.
- c. Doubtful cases shall be decided by the President of the Synod.

2.09 Prohibition of Conflict of Interest [SHB 1.5.2]

- a. No officer, director, board or commission member of the District, or any agency of the District shall use his position or the knowledge acquired from his service in such a manner that a conflict between his personal or business interests and the interest and general welfare of The Lutheran Church - Missouri Synod arises.
- b. Officers or members of District boards, divisions or commissions shall not enter into gainful business transactions, directly or indirectly, with any board, division or commission on which they serve.

2.10 Indemnification of District Personnel

- a. The District shall indemnify to the fullest extent authorized or permitted by law, any officer, director, trustee or employee made or threatened to be made a party to or witness in any threatened, pending or completed civil, criminal, administrative, arbitration or investigative proceeding, including a proceeding by or in the right of the District by reason of the fact that a person is or was a director, officer, trustee or employee of the District or by reason of fact that the person while a director, officer, trustee or employee of the District is or was serving at the request of the District, or whose duties as a director, officer, trustee or employee involve or involved service as a director, officer, partner, trustee or agent of another organization, against all judgments, penalties, fines, settlements and reasonable expenses, including attorneys fees and disbursements except for those associated with illegal acts. The District may, but shall not be required to indemnify agents of the District not included in the above category, to the fullest extent permitted by law and as determined by the Board of Directors from time to time.
- b. The District may purchase, maintain or participate in an insurance program on behalf of any person in their official capacity against any liability asserted against or incurred by such person whether or not the District would otherwise be required to indemnify the person against liability.
- c. The District acknowledges the provisions of North Dakota law providing immunity for directors, officers and trustees to the extent their actions are in good faith and within the scope of their duties to the District and to the extent they meet other criteria of the statute. To the extent immunity does not apply, this provision is intended to protect our directors, officers, trustees and employees.

B. THE PRESIDENT OF THE DISTRICT

2.11 Duties

The President of the District shall perform all duties prescribed by the Synod Handbook and specifically shall:

- a. See to it that the spiritual purposes of the District are understood and implemented on all levels of administration and by all elected and appointed officers of the District;
- b. Supervise the doctrine, the life, and the official administration on the part of the pastors and teachers of the District and inquire into the prevailing religious conditions of the congregations of the District. As often as possible he shall attend the conferences of pastors and teachers held in the District, advise the congregations of the District as to the Calling of pastors and teachers, give counsel when requested, and reply to inquiries. The President may call upon the Circuit Counselor to assist him in this task;
- c. See to it that the resolutions of the Synod that apply to District members and the resolutions of the District are carried out;
- d. Arrange for an official visit or an investigation, even without formal request for it, when a controversy arises in a congregation or between two or more congregations in the District. He shall ask for a report on the case of both contesting parties in order that by such a report he may be enabled to have a clearer understanding of the real situation. If the District President authorizes anyone to represent him in such matters, his representative shall be accorded the same rights as the District President;
- e. In fiscal, legal or business matters exercise executive authority, following consultation with and concurrence of the District Board of Directors, when the affairs of the District demand it. If this becomes necessary in an emergency without a specific resolution of the District, the President will seek the advice of the Vice-Presidents and may also consult the Circuit Counselors and the Board of Directors. Any member of the District shall have the right to appeal to the convention of the District from the President's action;
- f. Consult regularly with the Vice-Presidents and the Circuit Counselors of the District, call a meeting with them at least twice a year, and establish the agenda for those meeting to promote and maintain unity of doctrine and practice in all the congregations of the District;
- g. Upon approval of the District Board of Directors sign the official papers and documents in the name of the District regarding fiscal, legal or business matters;
- h. Conduct the meetings at the sessions of the District convention, give a report of his administration of District affairs, and strive to promote a Christian spirit during the proceedings of the convention itself;
- i. Annually revise the official roster of pastors and teachers in The Lutheran Annual as far as the North Dakota District is concerned and remove the names of those who have died, have severed their connections with the Synod, have been eliminated from the roster by the Council of Presidents, have resigned their status as pastors or teachers in the Synod, or have in some way disqualified themselves for service in the Church;
- j. Shall serve as chief executive officer of the District and thus supervise the total program of the District.

C. THE VICE-PRESIDENTS OF THE DISTRICT

2.21 Duties

- a. The District shall elect two Vice Presidents, who shall be Regional Vice Presidents; that is, one of the Vice Presidents shall be a pastor in the Eastern region of the District, namely, the Northeast, Central, Eastern, and Southeast Circuits; the other Vice President shall be a pastor in the Western region of the District, namely, Northwest and Southwest Circuits.
- b. The Vice-Presidents shall in the order in which they have been ranked perform the duties of the President in the event that the President's office is vacated or the President becomes incapacitated.
- c. The First Vice-President shall serve as a voting member of the Board of Directors of the District.
- d. The Second Vice-President shall serve as an advisory member of the Board of Directors of the District and as a member of the District Planning Council.

2.25 Vacancy

If a vacancy should occur because a Regional Vice President moves to another region of the District, he shall continue to function as the Vice President until his term expires, unless he wills otherwise. If a vacancy should occur in any Vice Presidency by succession to the presidential office for the balance of an unexpired term, resignation, moving to another District or otherwise, the vacancy shall be filled through election by the Board of Directors in consultation with the District President. They shall choose a pastor from the region in which the vacancy occurs, giving special consideration to the vote of the District Convention. If the vacancy occurs in the First Vice Presidency, the Second Vice President shall become the First Vice President, and the replacement shall become Second Vice President.

D. THE SECRETARY OF THE DISTRICT

2.39 Duties

The Secretary of the District shall:

- a. Sign the official papers and documents of the District;
- b. Ensure that proper credential forms are available for each lay and pastoral delegate to the District Convention, record the proceedings during the convention, officially notify every member of the District elected to office of his election, publish the proceedings of the convention, and arrange for distribution to all those authorized to receive copies;
- c. Serve as Secretary of the Board of Directors and Planning Council of the District, and as an advisor to the Nomination Committee as specified by the bylaws;
- d. Serve as a member and secretary of the Standing Constitution Committee;
- e. Carry out such other duties as may be assigned by the Board of Directors.
- f. Carry out duties in connection with the Reconciliation Process as described in the Synod Bylaws, [SHB 1.10] Synod Dispute Process.

2.41 Vacancy

In the event of the death, resignation or permanent incapacity of the Secretary, the Board of Directors shall appoint a successor for the unexpired term.

E. THE TREASURER OF THE DISTRICT

2.45 Duties

The Treasurer of the District shall:

- a. Be responsible for the receiving, counting, and depositing of all funds in the hands of the District divisions, commissions, officers, and employees who by virtue of their office act as custodians or trustees of such funds;
- b. Be responsible for accurate recording of District receipts and disbursements, budgeted and actual expenditures according to proper accounting procedures, and, as deemed advisable, shall suggest improved methods for consideration by the District Board of Directors, initiating any procedures as may from time to time be authorized or directed by the Board of Directors;
- c. Be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the Board of Directors or Directors of the various District boards;
- d. Sign or review authorized signature of all checks for payment of bills, salaries, or other financial commitments or transactions for the District;
- e. Work in close cooperation with the Executive Director of the Board of Directors in the following areas of financial administration: monitor the budget process, custody of the District's safety deposit box, signing of all checks and all notes, review of all investments of the District, Lutheran Church Extension Fund loans and real estate transactions of the District, and all financial reports;
- f. Coordinate the flow of money from the treasury to the various Divisions of the District in such a way that an adequate balance is retained for the payment of salaries and other regular recurring expenses;
- g. Present a written, duplicated financial report at meetings of the Board of Directors and a preliminary report at the District Planning Council meetings;
- h. Provide for all Divisions of the District a current record of their accrued disbursements and budget allocations;
- i. Serve ex officio as the Trust Officer of the District and keep on file a correct list of all devises and bequests which directly or indirectly have been given to the District;
- j. At any time submit all of his books and accounts for examination by authorized individuals as determined by the Board of Directors.

2.49 Vacancy

In the event of death, resignation, or permanent incapacity of the Treasurer, the Board of Directors shall appoint a successor for the unexpired term.

F. THE CIRCUIT COUNSELORS OF THE DISTRICT

2.51 Duties

The Circuit Counselors shall perform all duties prescribed by the Synod Handbook [5.2] and specifically shall:

- a. Deal with the pastor of a congregation as a brotherly advisor, reminding him of the glory of the ministry and of its great responsibilities, and discuss the spiritual life, family life, and professional life and growth of the pastor;
- b. Keep in mind the glory and responsibility of the universal priesthood of all believers as it applies to the congregation, reminding members of the congregation that they are a "chosen generation, a royal priesthood, a holy nation, a peculiar people" to show forth the praises of Him who has called them out of darkness into His marvelous light;
- c. Meet with the entire congregation, if possible, rather than with the voting members only, and emphasize for them that all Christians are to be engaged in Christian ministry;
- d. Conduct his visit in a spirit of helpfulness to inspire and assist the Christians in the congregation to become better equipped for their ministry, Ephesians 4:11ff.
- e. Report on the worldwide program of the Synod and encourage the members of the congregation enthusiastically and generously to support the Synod's program;
- f. Shall organize and preside over Circuit Forums and Circuit Convocations as per the Synod Handbook.

2.59 Vacancy

In the event of the death, resignation, or permanent incapacity of the Circuit Counselor, the District President is authorized to appoint a successor for the unexpired term.

G. THE BOARD OF DIRECTORS OF THE DISTRICT

2.61 Membership

The Board of Directors shall be constituted as follows: The President of the District, the First Vice-President of the District, the Secretary of the District, the Treasurer of the District, two pastors, and five laymen. The Second Vice-President of the District and the Executive Director of the Board of Directors shall serve as advisory members. With the exception of the Second Vice-President, no member of the Board of Directors shall serve on a District Division.

2.65 Officers of the Board of Directors

The Board of Directors shall elect its own chairman, vice-chairman, and such other officers of the Board as may be necessary.

2.69 Meetings

The Board of Directors shall determine its own schedule of meetings but shall meet not less than four times a year. A majority of the board members shall constitute a quorum.

2.73 Duties

The Board of Directors shall function as the executive administrative body of the District between conventions, acting in behalf of the District and such actions shall be subject, if challenged, to ratification by the convention. The Board of Directors shall:

- a. Provide for the coordination of the policies and programs of the District, communicating them to all the members of the congregations of the District, and supervising and evaluating the implementation of the same;
- b. Approve any policy or program of any Division, commission, or committee of the District, ensure implementation of said policies or programs, and make recommendations concerning additional policies or programs;
- c. Call or appoint an Executive Director of the Board of Directors, define his duties, and determine his compensation;
- d. Provide support personnel to assist the President, the Executive Director, and other District officers in need of such assistance, and determine appropriate compensation;
- e. Extend calls and/or make appointments to specialized ministries established by the District;
- f. Be responsible for the general management of the business and legal affairs of the District and is solely authorized to take on behalf of the District any action related to such business and legal affairs;
- g. Establish the salaries of District and subsidized ministries personnel upon recommendation of an executive committee appointed by the chairman of the Board of Directors after consultation with appropriate District Divisions concerned about such personnel;
- h. Establish suggested salary schedules for pastors, teachers, directors of Christian education, lay ministers, church secretaries, custodians, organists, and other salaried personnel of congregations which can be used by the respective District Divisions as they consult with congregations.
- i. Provide vision and direction for the work of the Divisions and other entities of the District.

2.79 Vacancy

The Board of Directors shall fill vacancies in its membership not otherwise provided for in the Constitution and Bylaws by appointment.

H. Directors of Divisions

2.81 General Duties and Powers of Divisions

Each District Division shall:

- a. Initiate and carry out such activities and programs as will enable it effectively to perform the functions and duties assigned to it by the Bylaws of the District, or by special resolution of the District Board of Directors;

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- b. Be directly responsible to the Board of Directors of the District for all duties and functions assigned to it by the Bylaws of the District or by the Board of Directors and to the Executive Director of the Board of Directors for the administrative processes necessary to accomplish the assigned duties and functions;
 - c. Submit a written report of its activities for each meeting of the District Board of Directors; send the copies to the Executive Director of the Board of Directors for duplication and distribution, including specific recommendations requiring action by the Board of Directors;
 - d. Be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the District Board of Directors, provided that the District Board of Directors may, at its discretion, restrict such expenditures to conform to the actual financial conditions of the District at any given time;
 - e. Be jointly and severally liable for all expenditures not authorized either by the budget of the District or by special resolution of the District Board of Directors;
 - f. Keep a permanent set of minutes for each meeting, and such minutes shall be the property of the District.

2.83 Specific Duties of Directors of Divisions

The Director of each District Division shall:

- a. Be directly responsible to the Executive Director of the Board of Directors for the implementation of the administrative processes of his respective division;
- b. Work in close cooperation with the Executive Director as he seeks to implement the board's assigned tasks on the circuit and congregational level;
- c. Designate and appoint at the initial meeting of the respective division following election and the appointment of the division members by the District Board of Directors those individuals from among the appointed members of the divisions who are to coordinate the various phases of the work of that division;
- d. Prepare an agenda for each division meeting after receiving written suggestions of items to be discussed or resolved from the members of the Division;
- e. Prepare and submit written reports to the Board of Directors concerning the activities of this respective division, including any specific recommendations for action by the Board of Directors;
- f. Prepare policy manuals delineating in detail policies and procedures pertinent to the respective division and including job descriptions for each individual involved in the administrative processes of that division.

2.85 Vacancy

In the event of the death, resignation, or permanent incapacity of a Director or a member of a Division, the Board of Directors shall appoint a successor for the unexpired term.

I. The Executive Director of the Board of Directors

2.87 Appointment

- a. The Executive Director shall be called or appointed by the Board of Directors in consultation with and subject to approval of the District President.
- b. The term of office shall be for three years, with no limitation on reappointment to successive terms. The term shall begin at the January Board of Director's meeting in the year preceding the District Convention.

2.88 Duties

- A. In his relation to the District President, the Executive Director shall:
 - a. Work in close cooperation with the District President and communicate regularly with the President on his various activities as well as on problems and potentialities in the District;
 - b. In no wise assume the President's authority or responsibility as designated in the Synod Handbook and in the Bylaws of the District as he seeks to carry out his responsibilities toward the Board of Directors and the various divisions of the District.
- B. In his relation to the District Board of Directors and the Directors of the Divisions of the District, the Executive Director shall:
 - a. Serve as liaison for the District Board of Directors at all Synod meetings for District personnel or arrange for other representation at the same in consultation with the District President;
 - b. Assist the chairman of the Board of Directors in establishing the schedule and agenda of board meetings and prepare reports for the board on progress toward the development and execution of District adopted programs and policies;
 - c. Meet regularly with the Director of each division to discuss programs and plans and to assign execution of policies and resolutions adopted by the Board of Directors;
 - d. Arrange and supervise adequate training for all members of District Divisions through the Director of the respective division;
 - e. Give professional assistance to any District Division in carrying out its assigned functions;
 - f. Be welcome at any and all meetings of Divisions, Commissions, auxiliaries, or affiliated groups within the District.
- C. In his relation to the District Treasurer, the Executive Director shall:
 - a. Serve, together with the Treasurer, as custodian of the District's safety deposit box;
 - b. Submit all checks and all notes to the Treasurer for signature or review of signature;
 - c. Present all investments of the District to the Treasurer for regular review;
 - d. Provide documentation regarding all Lutheran Church Extension Fund loans, real estate transactions, and other items pertaining thereto, to the Treasurer for review and verification;

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- e. Supply data for budget preparation and also complete financial reports for the Treasurer to be used at his discretion;
 - f. Perform such functions in the financial area, together with his office staff, as the Treasurer may request from time to time to fulfill the obligations of his office.
- D. In his relation to the District office personnel, the Executive Director shall:
- a. Take charge of the District office and be directly responsible for the direction and supervision of all support personnel, full-time and part-time;
 - b. Delineate carefully in writing the duties and responsibilities of all office personnel;
 - c. Present an annual list of office personnel needs for approval in connection with the preparation of the budget;
 - d. Present any additional personnel to be engaged during the year to the Board of Directors for approval;
 - e. Establish, supervise, and coordinate all purchasing procedures of the District.
- E. In his relation to the District fiscal policies, the Executive Director shall:
- a. Supervise the execution of all policies of the Board of Directors regarding subsidy to congregations and to special ministries in the District;
 - b. Provide quarterly reports to the Board of Directors regarding the execution of such fiscal policies;
 - c. Be responsible for the execution of all policies established by the Board of Directors regarding financial aid to students;
 - d. Serve as Area Vice President for the North Dakota District Program in Lutheran Church Extension Fund (LCEF), fulfilling all duties as required by the LCEF Bylaws;
 - e. Be responsible, in consultation with the Treasurer, for instituting and executing the budgetary processes of the District according to the policies established by the District Board of Directors.
- F. In his relation to the congregations of the District, the Executive Director shall:
- a. Assist the District President in overseeing, visiting and working with the Lutheran Schools, Preschools, Daycares, and other educational entities of the congregations of the District;
 - b. Visit and consult with congregations of the District as requested by the congregation or District Division, or as deemed necessary by the District President;
 - c. Administer the ministries and programs funded by the District Board of Directors;
 - d. Gather the annual District and congregational statistics, transmit to the Synod headquarters those requested, and keep others available for ready reference;
 - e. Serve as the agency of deposit, file and index papers, manuscripts and historical materials of

interest and service to the District;

- f. Develop an archive for the District which includes constitutions, pictures of historical interest, and informative documents;
- g. Serve as a resource of historical information for congregations, especially on the occasion of anniversaries;
- h. Maintain a continuing analysis of the growth characteristics of the District and of individual congregations for significant factors and report the same to responsible individuals.

2.89 Vacancy

In the event of the death, resignation, or permanent incapacity of the Executive Director, the Board of Directors shall appoint and/or call a successor.

J. Nomination and Election of Officers and Boards

2.91 Election

The District Convention shall elect a Committee on Nominations of six members representing the major geographical areas of the District, such committee to include two (2) pastors and four (4) lay persons. Any qualified member of a District congregation, regardless of how many offices he holds, may serve on this committee. The District Secretary shall not serve as a member of the Committee on Nominations, but shall be available, upon call, for consultation. Unless otherwise provided, no member of the Board of Directors of the District may serve on the Nomination Committee. Each lay member of the Nomination Committee of the District who is not a delegate of a congregation shall attend the District Convention at District expense.

2.92 Organization and Solicitation

The District Secretary shall convene the first meeting of the Committee nine (9) months prior to the month of the District Convention. The Committee shall select its own chairman, vice chairman, and secretary. Suggestions of names suitable for candidates for District offices shall be solicited thereafter through the Secretary of the District and responses received six (6) month prior to the Convention, allowing the Nomination Committee to set the deadlines for the nomination process.

2.93 Nomination Process

After names have been solicited through the Secretary of the District, the Committee on Nominations shall select at least one person considered suitable for each office respectively, except for the Office of President and Vice-President, ask his or her consent to serve, and send this list of nominees to each congregation of the District four (4) months prior to the Convention, with the invitation to the congregation to nominate additional qualified candidates for one or more positions in the District. Qualifications of nominees and the nominee's consent to serve must accompany the nominations. One (1) month prior to the date of the Convention, the Committee on Nominations shall mail a revised list to all Convention delegates. Nominations from the floor will be accepted, provided prior written consent has been obtained and written pertinent information relative to the qualifications of the nominee are presented immediately to the Secretary of the District.

2.94 Nomination of President of the District

Nominations for the office of President of the District shall be made in the following manner:

- a. Each voting congregation shall be entitled to nominate from the clergy roster of the Synod two clergymen as candidates for President;
- b. The Secretary of the District shall mail to each voting congregation of the District ballots for nominating these candidates;
- c. Each nominating ballot shall be signed by the president and secretary of the voting congregations and shall be sent to the Secretary of the District six (6) months prior to the month of the convention;
- d. The Committee on Nominations shall tabulate the nominations and the Secretary shall report to the congregations of the District the names of the FIVE clergymen receiving the highest number of nominations in the nominating ballots for the office of President one (1) month prior to the date of the Convention.

2.95 Candidates for the Office of President

Candidates for the Office of President of the District shall be in each instance the FIVE clergymen receiving the highest number of nominations in the nominating ballots of the congregations. The Secretary of the District shall notify each candidate and shall secure his approval in writing for inclusion of his name on the convention ballot. Each candidate shall reply within ten days of the date of his notification as to his willingness to serve if elected. In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become a candidate. In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates. Nominations from the floor will be accepted, provided prior written consent has been obtained and written pertinent information relative to the qualifications of the nominee are presented immediately to the Secretary of the District.

2.96 Election of President of the District

Each voting delegate shall be entitled to vote for one of the candidates for President. The candidate receiving a majority of the votes cast shall be declared elected. If no candidate received a majority of the votes cast, the four candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken. Thereafter, the candidate receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.

2.97 Nomination, Candidates, Election and Ranking of Regional Vice Presidents

a. Nominations for the office of Regional Vice-President

Nominations for the office of Regional Vice President of the District shall be made in the following manner:

1. Each voting congregation shall be entitled to nominate one (1) pastor from each region as a Regional candidate for the office of Vice- President within that region.
2. The Secretary of the District shall mail to each voting congregation of the District ballots for nominating these candidates.
3. Each nominating ballot shall be signed by the president and secretary of the voting congregations and

shall be sent to the Secretary of the District six (6) months prior to the convention.

4. The Committee on Nominations shall tabulate the nominations and the Secretary shall report to the congregations of the District the names of the TWO clergymen who received the most nominations in each region. In the event of a tie for the second position among the nominees, all names involved in the tie shall be listed as candidates.

b. Candidates for the Office of Regional Vice-President

Candidates for the Office of Regional Vice-President shall be in each instance the TWO (2) pastors within each region receiving the greatest number of nominations from the nominating ballots of the congregations in that region. The Secretary of the District shall notify each candidate and shall secure his approval in writing for inclusion of his name on the convention ballot. Each candidate shall reply within ten days of the date of his notification as to his willingness to serve if elected. In the event of death, declination, or unavailability of any candidate, the nominee having the next highest number of votes in his region shall become a candidate. Nominations from the floor will be accepted, provided prior written consent has been obtained and written pertinent information relative to the qualifications of the nominee are presented immediately to the Secretary of the District.

c. Election of the Regional Vice Presidents of the District

Each voting delegate at the District Convention shall be entitled to vote for one (1) candidate from each region. The candidate with the most votes in each region shall be elected as Vice President for that region. If a candidate in any of the regions receives a majority on the first ballot, that candidate or candidates shall be elected. If no candidate receives a majority in either of the regions, the name of the candidate or candidates receiving the smallest number of votes shall be removed from the ballot. Voting shall continue until a majority is reached for each region.

d. Ranking of Regional Vice- Presidents of the District

After the Vice-Presidents have been elected, another ballot shall be taken to determine their rank. The Vice-President to receive the majority of the votes shall be declared First Vice-President; the other will be Second Vice-President.

2.98 Other District Officers

The order of election at the District Convention shall be the election of the District President, the regional Vice- Presidents, the Circuit Counselors, followed by the election of the Secretary of the District, the Treasurer, the remaining pastoral members of the Board of Directors, the remaining lay members of the Board of Directors, the pastoral and lay members of District Divisions, the pastoral members of the Nominating Committee, and the lay members of the Nominating Committee. At alternate District Conventions a member of Synod's Committee for Convention Nominations shall be elected. Election shall be by majority vote.

2.99 Election of Circuit Counselors

- a. Circuit Forums (a pastor and one lay member of each congregation) shall meet at the call of their circuit counselors to select the circuit counselors no later than the time established by the district. Nominations for candidates for the office of circuit counselor may be submitted by a voting congregation of the circuit and suggested by the district president, in consultation with the praesidium of the district. Selection of the circuit counselor shall be by election by written ballot. The privilege of voting shall be exercised by the representatives from each member congregation of the circuit. All nominated pastors serving congregations and emeriti pastors shall be eligible for election. Each congregation representative shall write in the names of two pastors on the initial ballot. The three

pastors (or more in the case of a tie vote) who receive the highest number of votes in the preliminary ballot shall be placed on the next ballot. Each representative shall vote for only one candidate. Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one pastor shall have received a simple majority of all votes cast, who shall be declared the nominee. Immediately following the circuit forum, the circuit counselor shall report in writing the results of the selection process to the secretary of the district in preparation for ratification by the district convention. The convention shall have the right to alter the slate by amendment. The convention shall then ratify the slate of circuit counselors, which ratification shall constitute election. [SHB 5.2.2]

- b. Vacancies which occur in the office of Circuit Counselor between conventions shall be filled by appointment by the District President. [SHB 5.2.2.1]

III. PASTORS AND TEACHERS

A. CALLS

3.01 Eligible Pastors and Teachers

- a. Congregations which are members of the Synod, in conformity with Article III, 3 of The Constitution of the Synod, shall call and be served only by pastors and called teachers who have been admitted to these respective ministries in accordance with the rules and regulations set forth in the Synod Handbook and have thereby become members of the Synod.
- b. Congregations which violate this requirement and persist in such violation shall after due admonition forfeit their membership in the Synod.

3.03 Developing Call Lists

Congregations, institutions, and agencies of the District intending to call an ordained and/or commissioned minister shall seek the advice of the District President.

3.07 Transfers

A pastor or teacher accepting a call into another District shall immediately report such decision to the District President and ask for a transfer of membership. The District President shall forward such transfer to the President of the sister District.

3.09 Placement and/or Removal from Rosters

Subject to the provisions of the Constitution and Bylaws, the District President shall be responsible for the initial placement of the names of all pastors and teachers on the respective roster of the Synod and shall also be responsible for their removal when that becomes necessary.

3.11 Official Pastor and Teacher Conferences

Official conferences for ordained and commissioned ministers shall be held in accordance with the Synod Bylaws [SHB 4.81-4.83]

IV. DISPUTE RESOLUTION

A. General Principles

4.01 Purposes and Objectives

When disputes, disagreements, or offenses arise among members of the body of Christ, it is a matter of grave concern for the whole church. Conflicts which occur in the body should be resolved promptly (Matt. 5:23–24; Eph. 4:26–27). Parties are urged by the mercies of God to proceed with one another with “the same attitude that was in Christ Jesus” (Phil. 2:5). In so doing, individuals, congregations, and various entities and agencies within the Synod are urged to reject a “win-lose” attitude that typifies secular conflict. For the sake of the Gospel, the church should spare no resource in providing assistance.

The Holy Scriptures (1 Cor. 6:1–7) urge Christians to settle their differences by laying them before the “members of the brotherhood.” Therefore, the Synod in the spirit of 1 Corinthians 6 calls upon all parties to a disagreement, accusation, controversy, or disciplinary action to rely exclusively and fully on the Synod’s system of reconciliation and conflict resolution. The use of the Synod’s conflict resolution procedures shall be the exclusive and final remedy for those who are in dispute. Fitness for ministry and other theological matters must be determined within the church. Parties are urged, in matters of a doctrinal nature, to follow the procedures as outlined in Synod Bylaw 1.10.

The words of Jesus in Matt. 18:15–20 provide the basis for church discipline for the local congregation. The same passage also grants Christ’s guidance to all Christians in seeking to settle other disputes, many of which fall outside the purview of church discipline involving the congregation. In either case, the steps of Matthew 18 should be applied lovingly in both formal and informal settings. The parties and others attempting to effect resolution of a dispute must always remain mindful that the church has been given the “ministry of reconciliation” (2 Cor. 5:18). Hence, conflict resolution in the church is to lead to reconciliation, restoring the erring member in a spirit of gentleness (Gal. 6:1). Its aim is to avoid the adversarial system practiced in society.

The heart and center of all Christian conflict resolution is the justification of the sinner through grace in Christ Jesus. Biblical reconciliation of persons in conflict begins with God’s truth that we are all sinners who have been reconciled to God through the death and resurrection of Christ Jesus. Christ’s “ministry of reconciliation” is one of the church’s foremost priorities.

Christian conflict resolution seeks to resolve disputed issues in a manner pleasing to God. Those in conflict are urged to proceed prayerfully in good faith and trust. Disputes are more likely to be resolved harmoniously if those involved in the conflict recognize one another as redeemed children of God.

Christians involved in conflict must always stand ready to ask for or extend forgiveness in accordance with Scripture. As the church endeavors to help bring about peace, truth, justice, and reconciliation, it always seeks to do so with a proper distinction between Law and Gospel, that is, in the context of God’s judgment and mercy. We are ever to be mindful that it is God who judges the hearts of sinful men and grants His gracious word of forgiveness to us all.

When there is repentance and reconciliation, the body of Christ rejoices in its oneness with Christ and with one another.

4.03 In resolving disputes, the procedure outlined in the Synod Handbook, [SHB 1.10] Dispute Resolution of Synod will be followed by all parties involved in the dispute.

V. THE DIVISION OF CONGREGATIONAL HEALTH

5.01 Membership

The Division of Congregational Health shall consist of six (6) people. At least two members of the Division shall be ministers of religion-ordained. A minister of religion-commissioned shall also serve on the Division. One minister of religion-ordained and two lay members will be elected by the District convention. The District Board of Directors, in consultation with the elected Division members, will appoint the remaining three members. The members of the Division will elect their own Chairperson. So that specific goals and/or events may be carried out, the division may form and subsequently disband task forces assigned specifically to a goal/event.

5.03 Objectives

The basic objectives of this Division are the cultivation of sound Lutheran spiritual life and practice both corporately and individually, and the strengthening of the worship life of congregations. Key foci include lay training, human care, and congregational administration and organization.

5.05 Goals

In the areas of church leadership and organization:

1. Provide materials and training concerning Lutheran Church–Missouri Synod doctrine and practice with special regard to such areas as worship services, baptism, Holy Communion, and church discipline;
2. Assist congregations in the improvement of church administration and organization.
3. Provide training programs for congregational leaders.
4. Implement a district-wide strategy for assisting Lutheran Church - Missouri Synod members who are relocating to find a Lutheran Church - Missouri Synod church home in their new community.

In the area of Human Care:

5. Make a triennial survey of congregational involvement in Human Care ministry throughout the District and communicate those findings to the District;
6. Provide training and information in the area of Human Care and acts of mercy which include life issues, disaster response and help in understanding and utilizing the network of social ministry organizations that need congregational support and offer hope in Christ.
7. Provide guidelines and suggestions to encourage congregational human care projects and ministries.
8. To disseminate information from the Synod's Board for Human Care relating to World Relief, Institutional Chaplaincy, Parish Nursing, Support for Veterans of the Cross, Health and Wellness and the myriad of areas covered under "Human Care".

In the area of Christian Education:

9. Provide a cycle of teacher training which includes adult teaching methods, confirmation instruction, Sunday School teacher training, and models for VBS.
10. Assist congregations/schools in the promotion, maintenance, and expansion of Lutheran early childhood, elementary, and high schools in the District;

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11. Provide guidelines and suggestions to congregations for encouraging parents to be active spiritual leaders in their family;

In general:

12. Develop a three year training cycle which offers a balanced approach between the various goals assigned to the division.
13. Provide training for division members especially in their area(s) of specific interest.
14. Submit an annual budget request in the form and at the time requested by the Executive Director of the District.
15. In consultation with the District President, arrange for District representation at those Synod sponsored events which enhance the goals and priorities of this Division.

VI. THE DIVISION OF CONGREGATIONAL OUTREACH AND MISSIONS

6.01 Membership

The Division of Congregational Outreach and Missions shall consist of four (4) members. One minister of religion-ordained and one layperson will be elected by the district convention. The remaining two members will be appointed by the District Board of Directors, in consultation with the elected members. Division members will select their own chairperson. Task forces may be formed as needed to accomplish specific, time limited goals.

6.03 Objectives

This Division is to encourage congregations in bringing the Gospel to the unchurched. The Division is to communicate regularly with the District-at-large concerning evangelism and mission programs and materials available for their use. The Division is also an instrument for sharing information on programs which have been implemented by congregations of the North Dakota District. The Division in partnership with local congregations studies and recommends potential new mission stations and ministries within the district.

6.05 Goals

That the objectives of this division may be carried out, the division shall:

1. Foster a climate of evangelism throughout the District that encourages Professional Church Workers and members to share Christ with one another, with the straying, and with the unchurched;
2. Annually conduct at least three outreach training events. These are to be hosted by congregations and rotated throughout the district.
3. Implement demonstration programs for welcoming and integrating new members into congregations;
4. Gather and disseminate information about Lutheran Church - Missouri Synod programs and materials on evangelism and missions;
5. In consultation with local congregations and the Executive Director of the Board of Directors, submit plans to the North Dakota District Board of Directors for new congregations and specialized ministries and upon approval implement those plans;

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6. Promote Lutheran Church Extension Fund so that adequate funds are available for loans for building projects and other LCEF loan programs.
 7. Provide for training of every member of the division.
 8. Submit an annual budget request in the form and at the time requested by the Executive Director of the District
 9. In coordination with the Executive Director of the Board of Directors, arrange for North Dakota District representation at official Synodical conferences which focus on Evangelism and Missions.

VII. THE DIVISION OF ROSTERED CHURCH WORKER GROWTH AND HEALTH

7.01 Membership

The Division of Rostered Church Worker (RCW) Growth and Health shall consist of five (5) members one of whom will be the Second Vice-President of the District, who serves as the division chairman. In addition to the Second Vice-President, who is elected by the District convention, one lay person and one minister of religion-ordained will be elected by the convention to serve on the Division. The other two individuals will be appointed by the District Board of Directors in consultation with the elected members of the Division. At least one female and one minister of religion-commissioned should also serve on the Division.

7.03 Objectives

Provide opportunities to improve and maintain the well-being of professional church workers through the promotion and implementation of synod and district programs relating to ministerial health.

7.05 Goals

1. Conduct an annual new worker orientation for all Lutheran Church - Missouri Synod rostered workers who are new to the North Dakota District.
2. Carry out synod programs within the North Dakota District which are designed to support professional church workers and their families in dealing with mental, emotional, spiritual and career problems.
3. Prepare compensation guidelines for organists, choirmasters, church secretaries, and guest speakers.
4. Annually review and update the North Dakota District Pastors Salary and Guidelines and submit those recommendations by August 1 to the Board of Directors for its action.
5. In coordination with the Division of Youth Ministry, establish a strong recruitment program for the professional ministry;
6. Carry out a program of continuing education for Professional Church Worker's which balances theological and practical aspects of ministry.
7. This Division along with the District President will serve as the interview committee for perspective seminary students who require an admission interview.
8. In consultation with the District President and Executive Director, arrange for North Dakota District representation at official Synod conferences which enhance the goals and priorities of the Division.

VIII. THE DIVISION OF YOUTH MINISTRY

8.01 Membership

The Division of Youth Ministry shall consist of eight (8) members. One minister of religion-ordained and one lay person will be elected by the district convention. The Board of Directors in consultation with the elected members of the Division will appoint three members. The Division, itself, will appoint two members. The District LYF President will serve as a voting member of the Division by virtue of his/her office. The Division will elect its own Chairperson. Task forces may be developed to carry out specific assignments as needed.

8.03 Objectives

The basic objectives of this division are development of programs, events, policies and resources to provide opportunities for the youth of the North Dakota District in Synod, district, circuit and congregational activities that foster Christian care, nurture, and growth.

8.05 Goals

That the objectives of this division may be carried out, the division either corporately or through specifically designated individuals, shall:

1. Develop a comprehensive program of spiritual and recreational activities for youth of each congregation;
2. Link together youth on a circuit level through activities and events through the Circuit Youth Commissioners;
3. Link together youth on a District level through activities and events such as camps, District and Synod gatherings, servant events and other activities;
4. Supervise the program and activities of the Lutheran Youth Fellowship;
5. Place emphasis on vocation (the call as a Christian) in all programs, events and activities and through that emphasis, incorporate a strong recruitment program in consultation with the Division of Professional Church Worker Growth and Health for prospects for professional ministry;
6. Provide for training of every member of the Division, especially for his/her area of responsibility;
7. Submit an annual budget request in the form and at the time requested by the Executive Director of the District.

IX. THE DISTRICT PLANNING COUNCIL

9.01 Membership

The District Planning Council shall consist of the following: The Board of Directors, the circuit counselors, the Division Chairmen, and the Presidents of the LLL and LWML. The Executive Director of the Board of Directors shall serve as Chairman.

9.03 Functions and Purpose

The District Planning Council will meet within sixty (60) days following a District convention in order to formulate an integrated District work plan for the next three years. Work plans reflect the tasks assigned by the District convention, the District Bylaws, and by a Synod convention. Together, the leaders of the District establish the specific tasks to be carried out over the next triennium. The Council will meet at least two additional times during the triennium.

9.05 Objectives
The basic objectives of the District Planning Council are to formulate three (3) year plans for the mission and ministry of the District, to integrate the various programs of the Divisions of the District into a comprehensive program, to coordinate the implementation of the program of ministry throughout the District, and to evaluate the effectiveness of the program of ministry while seeking constant improvement.

- 9.07 Goals
1. Develop a three year planned program for mission and ministry in the District following each district convention;
 2. Recommend to the District Board of Directors policies and procedures for more effective ministry.
 3. Settle jurisdictional disputes which may arise among various divisions and auxiliaries in the administration of their programs;
 4. Serve as a sounding board for ideas, plans, and problems of District officers and of the presidents of District auxiliaries.

X. STANDING COMMITTEES

10.01 Committees
The standing committees of the North Dakota District shall be a Constitution Committee and a Committee for Stewardship.

10.02 Standing Constitution Committee

10.02.1 Membership
The Standing Constitution Committee shall consist of three members, two of whom shall be pastors. The President of the District shall make recommendations to the Board of Directors of the District. The Board of Directors shall appoint the membership. The District Secretary shall serve as secretary of and as a voting member of this Committee.

- 10.02.3 Duties
1. Review revised constitutions and bylaws of congregations in accordance with the provisions of the Synod Handbook submitting recommendations and suggestions in reference to the same to the Board of Directors of the District through the District President;
 2. Supply interpretation of the Bylaws of the District upon request by an officer or member of the District;
 3. Review the Bylaws of the District before each convention to see if all stipulations are still applicable and suggest appropriate changes;
 4. Bring the Bylaws of the District up to date if any amendments or changes are resolved upon at the District Convention;

10.03 Standing Committee for Stewardship

10.03.1 Membership
The Standing Committee for Stewardship shall consist of five (5) members, two of whom shall be pastors. The President of the District shall make recommendations to the Board of Directors of the District. The Board of Directors shall appoint the membership. The Standing Committee for Stewardship shall elect its own chairman, who will be recognized as "The District Stewardship Executive."

10.03.3

Duties

1. Carry out the duties of the District Committee or Board for Stewardship as outlined in the Synodical Handbook [SHB 4.6.1].
2. Encourage year round stewardship education through district publications and on-going stewardship training events held at the district, circuit and/or congregational level.
3. If requested, provide an evaluation of a congregation's overall stewardship and help the congregation identify specific activities necessary for improvement.
4. Identify congregations who show evidence of struggling in the area of stewardship and offer them individual assistance.

XI. AUXILIARY ORGANIZATIONS

11.01

Names

There are two auxiliary organizations officially recognized as such by The Lutheran Church - Missouri Synod: The International Lutheran Laymen's League, The Lutheran Women's Missionary League.

11.03

Service to District

1. All of these auxiliary organizations are to cooperate closely with the respective division of the District to which the organization has been assigned in the Bylaws of the District.
2. All auxiliaries and also non-official organizations are to be involved in District activities to the extent that they are invited or authorized by a District division or commission or by resolution of the District in convention.
3. The various divisions of the District shall involve officers and members of these auxiliaries as advantageously as possible in their program promotion and operation.

XII. AMENDMENTS TO THE BYLAWS

12.01

Action Necessary to Amend the Bylaws

1. Amendments to the Bylaws may be made provided they are;
 - A. not contrary to the Constitution and Bylaws of the Synod or to the Bylaws of the District;
 - B. presented in writing to a convention of the District;
 - C. specified as Bylaw amendments and considered by a convention floor committee;
 - D. submitted to the District Commission on Constitutional Matters for clearance prior to presentation to the convention;
 - E. adopted by an affirmative vote of a majority of the delegates present and voting.
2. Synod Bylaw changes

Changes made in the Synod Bylaws which affect the District shall be made in these Bylaws with District Board of Director's approval, but without District Convention action.