

HONORARIUMS AND OTHER POLICIES

Presenters of the program at retreats, workshops, rallies, and seminars, and leaders of sectionals at District convention will be given an honorarium; however LWML leaders will receive honorariums only when presenting a program outside their specific area of leadership. When LWML leaders present the program within their area of leadership at a retreat, workshop, or seminar, the District will pay their registration. Non-LWMLers will be paid mileage.

The following is a general guideline for honorariums:

30-60 minute presentation	\$25-\$50
1-2 hours	\$50-\$75
Rally	\$25

District convention:

National LWML Representative	\$100 (or as recommended by national LWML)
Bible study Leader	\$50 (If NOT District Counselor)
Banquet Speaker	\$50
District LCMS President	\$25
Sectional Leader	\$25 (If NOT LWML Member)

Because it is important to keep the registration fees for events as low as possible to enable more women to attend, event chairmen are encouraged to use the talents and abilities of women registered for the event for activities such as song leader, food preparers, etc. they will not receive honorariums.

TRAVEL AND HOUSING POLICIES

The following expenses of the District officers are paid by District:

District Board of Directors and Executive Committee Meetings

- Travel to and from the meeting at 30 cents per mile. Carpooling is encouraged!
- Actual cost of meals traveling to the meeting and estimated cost of meals on the way home.
- Housing in homes is provided at no cost. If a motel is preferred, one-half the cost of a BOD member's room is reimbursed up to \$50.

District Convention

- Housing arrangements in the designated convention motel are made by the District Treasurer (through Convention Committee personnel). Registration fees and room expenses are paid by the District Treasurer.
- Room expenses (any special services, such as phone calls, are paid by the individual).
- Registration fees, including the meal plan.
- Travel to and from the convention at 30 cents per mile.

Other events

- The District President's mileage and registration will be paid to attend rallies outside her zone.
- The District President's and District Pastoral Counselors' mileage and registration will be paid to District events.

MEMORIALS FROM THE BOARD OF DIRECTORS

Upon the death of a current member of the Board of Directors, their spouse, or a past District President, the Board of Directors will donate an amount of \$50 to the Memorial Scholarship Fund.

REFUND POLICIES

If a refund of registration fees is requested two weeks prior to a retreat, workshop, seminar, or convention, the full amount is refunded. Refunds requested between that date and the completion of the event will be handled by the chairman of the event at her discretion. Refunds may be prorated according to the reason for the request and available funding.

APPOINTING OFFICERS TO FILL VACANCIES

When there is a vacancy, the District President will notify the Board of Director of the vacancy with suggestions of individual to consider as a replacement. Board members will respond within 14 days, ranking the names presented or submitting additional names to consider. If additional names are received, a ballot including all names will be sent to Board members. If no additional names are received, candidates will be contacted in ranked order.

When a person is appointed to fill a vacancy, the time served to complete that term is not considered when determining that person's time in that office. In other words, if Mary is appointed to complete Martha's term of office, the time Mary serves in filling that vacancy is counted as Martha's time in office, not Mary's. Therefore, Mary is still eligible to be elected to that office. When filling a vacancy, the person is advised to consider the total length of commitment before becoming a candidate in the subsequent election.

RALLY ATTENDANCE REGISTRATION FORMS

Rally attendance forms are saved by the zone president for four years. The lists of names may be helpful when appointing individuals to offices and committee positions. The forms should be discarded after four years.