



**Wisconsin Lutheran  
State Teachers'  
Conference**  
*Wisconsin Evangelical  
Lutheran Synod*

**Constitution & Bylaws**

As adopted by the Conference in a final vote at the 2003 Conference

**Constitution**

**Article I**

**Name**

The name of our organization shall be the Wisconsin Lutheran State Teachers' Conference (WLSTC).

**Article II**

**Purpose**

The WLSTC is organized for the purpose of affording the Lutheran Elementary School (LES) and Early Childhood (EC) teacher opportunities to receive information, encouragement, fellowship, professional growth and assistance, so that their ministry may be carried on more effectively and with greater joy.

**Article III**

**Membership**

All part-time and full-time -- called and non-called -- teachers within the Northern Wisconsin District, Southern Wisconsin District, and the Western Wisconsin District of the Wisconsin Evangelical Lutheran Synod are members of this conference. Other individuals who express their desire to join this conference may become members upon acceptance by this conference.

**Article IV****Suffrage**

Conference members shall have the right to vote for officers and program committee members as outlined in the Bylaws.

**Article V****Officers**

The officers of the conference shall be the President, the Vice-President, the Secretary, the Assistant Secretary, and the Treasurer. These officers shall also serve as an Executive Committee of the conference. The Executive Committee shall conduct the business of the conference as outlined in the Bylaws.

**Article VI****Program Committee**

A Program Committee shall consist of four male and five female members of the conference. The President and Vice-President shall serve as ex-officio members of the committee. The Program Committee shall organize itself and shall prepare the programs of the conference as outlined in the Bylaws.

**Article VII****Fees and Financial Reports**

A fee will be assessed to all members and non-members in attendance. The amount of this fee will be determined by the Executive Committee and will be sufficient to cover all costs of the conference. A report of the conference income and expenses will be given annually.

**Article VIII****Amendments**

A proposal to amend the constitution must be presented in writing at a regular meeting of the conference. The proposal shall be presented for final approval before the next annual meeting. Adoption must be by a two-thirds majority vote of eligible schools.

# Wisconsin Lutheran State Teachers' Conference

## Bylaws

### Article I Meetings

The Wisconsin Lutheran State Teachers' Conference shall meet annually for a two-day period on the last Thursday and Friday of October. The place and agenda of the meeting shall be determined by the Conference.

### Article II Elections

The officers of the Conference Executive Committee shall be called male LES teachers. The election of the Vice-President and Treasurer shall be held one year, the Assistant Secretary the following year, and the Secretary the third year. After completing a three year term, the Vice-president becomes President of the Conference. He will serve as President for three years. In the event that the office of President becomes vacant, the Vice-President becomes the President and the Conference shall elect a Vice-president at its next convention.

All members of the Program Committee shall be elected for a term of three years and may succeed themselves. Three members of the Program Committee shall be elected each year. All elections shall be by majority polling of members before the conference. In the case of no majority, a run-off election will be held at the conference.

### Article III Conference Committees and Coordinator

It shall be the function of the Conference Chairman to appoint committees that function prior to or during the convention.

The Executive Committee shall contract a Conference Coordinator to serve as a part-time administrative assistant of the Executive Committee and the Program Committee. The duties of the Conference Coordinator shall be outlined in a job description that shall be reviewed annually. Compensation for the Conference Coordinator shall be included in the annual budget.

### Article IV Membership & Duties of the Conference Committees Resolutions

It shall be duty of the Executive Committee to evaluate memorials and resolutions from individuals or groups within the Conference. They shall accept only such memorials that have

been submitted to the Conference chairman prior to the opening of the conference sessions; they shall accept only such resolutions that have been submitted, in writing, to the conference chairman one month prior to the opening of the convention.

## Article V

### Duties of the Officers

**The President:** It shall be the duty of the President to preside over the conference sessions and be the chairman of the Executive Committee. The President shall be an ex-officio member of all committees.

**The Vice-President:** It shall be the duty of the Vice-President to share the duties of the President and to substitute for him when the need arises. He shall serve as an ex-officio member of the Program Committee.

**The Secretary:** It shall be the duty of the Secretary to keep an accurate account of the proceedings of all conference sessions, and attend to correspondence as directed by the conference.

**The Assistant Secretary:** It shall be the duty of the Assistant Secretary to share the duties of the Secretary, and he shall substitute for him when the need arises. He shall also lead an annual audit of treasurer's books.

**The Treasurer:** It shall be the duty of the Treasurer to administer the conference funds and to disburse them according to the direction of the conference.

**The Executive Committee:** It shall be the duty of the Executive Committee to be the official voice and representation of the conference, and it shall carry on the work of the conference throughout the year. They shall annually revise the job descriptions of all officers, program committee members and committees and keep these job descriptions in a handbook.

## Article VI

### The Program Committee

**The Program Committee:** It shall be the duty of the Program Committee to arrange for the annual State Convention according to the wishes of the conference. The Committee shall submit the program and agenda one year in advance for conference approval. The Committee shall have the power to amend the program, if necessary.

The Committee will elect from its male members its chairman, first vice-chairman, and second vice-chairman at its spring meeting. The chairman will be responsible for conducting the committee's next December and spring meetings following the annual convention. The chairman will present the proposed programs to the conference following these meetings.

## Article VII

### Amendments

These bylaws may be amended at any regular meeting of the Conference by a majority vote.