



MLC Auxiliary Bylaws

Section I

ANNUAL MEETING

1. The annual meeting will be held in Fall at Martin Luther College. The Auxiliary Board will determine the date.
2. Any members in attendance at the meeting will have the right to vote on the business and projects of the Auxiliary.
3. The suggested order of business will be:
 - a. Opening devotion
 - b. Call to order
 - c. Welcoming messages
 - d. Secretary's report
 - e. Project presentations
 - f. Voting - board members and current projects
 - g. Student thank-you messages
 - h. Program
 - i. Announcements
 - j. Adjournment and closing prayer and/or devotion

BOARD MEETINGS

1. The Auxiliary Board will meet regularly up to four times per year:
 - a. Closely following the annual meeting - organization of newly elected board members
 - b. January - Plan spring events
 - c. April - Plan graduation events
 - d. September - Plan fall events and annual meeting
2. Meetings of the Auxiliary Board will be held at mutually agreeable times and places, and virtual attendance via voice or video conferencing will be allowed so that those unable to attend in person can still participate.

Section II

FINANCIAL SUPPORT

1. The Auxiliary's financial support consists of the offering from the annual meeting and contributions from congregations, groups, and individuals throughout the year. MLC provides budgetary help.
2. The Auxiliary's fiscal year will begin on July 1 of any year and close on June 30 of the following year.

Section III

DUTIES OF BOARD MEMBERS

A. ELECTED

1. The secretary:

- a. Is elected for a two-year term at the annual meeting.
- b. Will handle and coordinate communication for the Auxiliary and the Auxiliary Board.
- c. Will report on all the Auxiliary meetings.
- d. Together with the second vice president, will ensure historical documentation of all Auxiliary proceedings.

2. The second vice president:

- a. Is elected at the annual meeting for a three-year term, moving to first vice president in the second year, and president in the third year.
- b. Will act as historian for the organization, with assistance from the secretary.
- c. Will perform all duties of the first vice president should that person be unable to serve.

3. The first vice president:

- a. Is in the second year of an elected three-year term.
- b. Will become president in the third year of the three-year term.
- c. Will secure nominations for open board positions before the annual meeting.
- d. Will perform all duties of the president should that person be unable to serve.

4. The president:

- a. Is in the third year of an elected three-year term.
- b. Will preside at all organization and Auxiliary Board meetings.
- c. Will call special meetings of the Auxiliary Board and all committee members as necessary.
- d. Will conduct the meetings in an orderly manner.

5. The **pastoral advisor:**

- a. Is elected for a two-year term at the annual meeting.
- b. Will find his own replacement candidate(s). If one can't be found, he will work with the first vice president to find others to nominate.
- c. Will be the spiritual counsel for Auxiliary members at meetings.
- d. Will prepare and present a 5- to 10-minute devotion and prayer at each of the board meetings.
- e. Will prepare and present a devotion and/or prayer at the annual meeting.

B. NON-ELECTED

1. The **MLC Liaison:**

- a. Will coordinate the use of resources so that the Auxiliary can carry out the following effectively:
 - i. Meetings
 - ii. Projects
 - iii. Promotions
 - iv. Events
- b. Will be appointed through the Office of Mission Advancement.
- c. Will coordinate with Financial Services, Communications, and other departments as needed to fulfill the needs of the Auxiliary.
- d. Will coordinate with elected officials to represent the Auxiliary as needed.

2. **Treasurer Services:**

The Financial Services department, in coordination with the MLC Liaison:

- a. Will authorize payment of projects and approved expenses as funding permits.
- b. Will provide copies of current financial reports for all Auxiliary meetings.
- c. Will coordinate with the Office of Mission Advancement to provide written acknowledgment to contributors to the Auxiliary.

3. **Area Representatives:**

- a. Will be available for board meetings.
- b. Will review any documents in advance of board meetings.
- c. Will represent the needs and opinions of area members.
- d. Will find a replacement when wishing to step down from serving on the board.

Section IV

AMENDMENTS

The bylaws may be amended at the Auxiliary Board meetings by a majority vote of members present.