

**Standing Rules for
Greater Southwest District
Revised April 2018**



Preface:

Greater Southwest District United Methodist Women (UMW) operates in accordance with the Constitution and By-laws of the UMW, Inc. of the United Methodist Church. The following district rulings are supplemental to and in accordance with the above-named Constitution and By-laws.

Parliamentary Procedure:

The manual for parliamentary procedure shall be Robert's Rules of Order.

STANDING RULES

I. EXECUTIVE COMMITTEE

- A. Conference officers residing in the District will have a vote
- B. Additional voting member will be the Communication's person.
- C. Quorum will be "majority" of members present to call the meeting to order.
- D. No minimum meeting times per year.
- E. Draft of minutes to be reviewed by the team members within one to two weeks. Final to be approved at the next team meeting.
- F. Treasurer's records should be kept for seven (7) years, and secretary's minutes kept permanently including the newsletter. Other records and papers of all district officers shall be kept on file for a period of four (4) years.
- G. All members of the District Executive committee shall by virtue of office be members of their local unit's Executive Committee.

II. FINANCE

- A. Expense vouchers for team members are to be paid through the District Administration and Membership Development Fund. Vouchers shall be filled out and returned to the Treasurer the day of the meeting, if possible. The secretary or president shall sign all vouchers. Vouchers may be routed to the Treasurer between meetings and paid after confirmation with president:

1. Travel to meetings by District Team members to District meetings and events will be reimbursed at the rate set by conference UMW. Only one round trip per event is allowable. Rides should be shared if possible.
2. Meal allowance of \$20.00 per diem per person is allowed when traveling for District Team purpose.
3. Postage for required mailings, correspondence necessary to the business of the District Team, and postage for newsletter.
4. Printing costs for minutes, agendas, workshops, handouts, directory and newsletter.
5. Registration and mileage to “Keep Making Peace” for the Mission Coordinator for Social Action.
6. Registration for District events shall be paid by the District Treasurer for District Team Members.
7. Expenses including mileage for attendance at Mission U will be paid by the District for all District Team members. Attendance is encouraged for all elected and appointed officers.
8. District Team members must meet the requirements of their elected office and be in attendance to no less than three-fourths (3/4) of District team meetings and events in order to have expenses covered for Mission U.
9. All local UMW units are expected to pay the travel expenses for District officers when they are invited to a local UMW meeting. If the officer is not reimbursed by the local unit, she may voucher her mileage through the District.
10. Registration Guidelines as follows: Conference Annual meeting registration shall be paid by individuals. National events are the responsibility of the individual.
11. Spiritual Growth Retreat fee is paid for at the Lodge rate at Wesley Woods. If some should stay in the retreat center, the difference will be paid by the member.
12. Event Speakers:

Spring Event	Up to \$50-\$75 per speaker*
Mission Day	Up to \$50-\$75 per speaker*
Spiritual Growth	Up to \$50-\$75 per speaker* (\$100-\$150 for retreat, depending on length of retreat)
District Annual	Up to \$100 per speaker*

**each speaker also to receive meals, mileage, and housing if necessary*

Other Event Staff:

Music Leader	\$30
Pianist	\$30
Special Music	\$30
Audio Technician	\$30 half day, \$50 full day
Custodian	\$30

Two (2) certified child care providers – minimum wage or wage of host church with pre-registration of children.

Planning Committee will recommend registration fees with final approval from the team.

An offering shall be taken at District event for a pre-determined UMW mission project.

B. The District shall present special mission recognition as follows:

1. A \$40 Special Mission Recognition Pin and Certificate to each team member after completion of four (4) years in one office.
2. A \$10 Gift to Mission to individuals leaving office in less than four (4) years.

- 3. Other recognitions may be recommended by the Finance Committee.
- C. District Treasurer books should be audited yearly.
- D. District may hold \$800 in the Administrations and Membership Development Fund at the end of the year. Excess funds shall be returned to the Conference.
- E. Expenses of the conference officers will be paid by the District when that officer is specifically invited by the district.

III. STANDING RULES COMMITTEE

- A. There shall be a Standing Rules Committee composed of Vice-President as Chairman, President, Secretary, Treasurer and others as the president may determine. Their recommendations are subject to approval by the Executive Committee, published in the District Newsletter and adopted at the next annual meeting.
- B. Revisions should be made every four (4) years to keep rulings up-to-date. However, they should be reviewed annually for any necessary changes of an immediate nature.

IV. JOB DESCRIPTIONS for District Team Members:

- A. As per District Handbook