

**GREATER SOUTHWEST DISTRICT OF UNITED METHODIST WOMEN
STANDING RULES (updated 2021)**

PREFACE

The United Methodist Women of the Greater Southwest District, Michigan Conference shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of the United Methodist Women national organization.

I. NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

A. The boundaries of the Greater Southwest District of the Michigan Conference of United Methodist Women shall coincide with the boundaries of the Greater Southwest District of the Michigan Annual Conference.

B. The voting body of the Greater Southwest District United Methodist Women Annual Business Meeting shall be composed of all members of United Methodist Women at any organizational level residing within this district and in attendance at the meeting.

C. The Committee on Nominations shall obtain the consent of current officers eligible to continue to serve by personal private contact within 30 days after its first meeting of the year.

D. A printed report from the Committee on Nominations listing nominations for the next year shall be presented no later than the spring Leadership Team meeting with copies for each member.

E. At the Annual Business Meeting of the District Annual Celebration a slate of officers shall be presented for election. Nominations from the floor shall be requested. The election shall be by voice vote.

F. A woman may be nominated from the floor at the Annual Business Meeting if:

1. The President is notified at least 24 hours ahead of the meeting.
2. The nominee
 - a. meets the requirements of tenure, membership in the United Methodist Church, is laity, and resides in the Greater Southwest District
 - b. has given consent for the nomination
 - c. is present at the Annual Business Meeting if possible

G. The women elected at the Annual Business Meeting shall take office January 1

H. The regular term of office of elected officers shall be one year. Six months or more of a year shall constitute a regular term.

I. Vacancies occurring in the elected leadership of the district organization shall be filled by a vote of the District Leadership Team upon nomination from the Committee on Nominations.

J. By January 1, any elected officer who is retiring from office shall deliver to her successor material related to that office.

II. COMMITTEES AND MISSION COORDINATORS

A. General

1. The rules contained in Robert's Rules of Order, Newly Revised, shall govern all deliberations of the Michigan Conference United Methodist Women in all cases to which they are applicable, and in which they are consistent with these standing rules.

B. Leadership Team

1 The Core Leadership Team, who have voice and vote, shall be composed of the elected officers, all members of the Conference Leadership Team residing in the district, National Directors, members of the Program Advisory Group of the UMW national organization, and members of the North Central Jurisdiction Leadership Team residing within the district. The current District Superintendent shall be an ex-officio member of this team.

2. The Leadership Team shall meet at least four times a year

- a. A majority of the voting members of the leadership team must be present to constitute a quorum. When the number for a quorum is no longer present, the formal business of the group must stop.
- b. Upon the request of a member of the Leadership Team, an item of business may be conducted by mail or electronic transmission. Such action of the Leadership Team shall be valid, preserved and recorded in the official minutes

3. Within two weeks after each Leadership Team meeting, the Secretary shall send a copy of the minutes to the President before distribution. Minutes of these meetings shall be sent to all members of the Team within three weeks of the meeting.

- a. Following the meeting, the Secretary shall notify all persons of action items delegated to them.
- b. The minutes of each Leadership Team meeting and the annual celebration shall be approved by the Leadership Team at its next regular meeting.

4. Expenses

- a. The District Leadership Team, shall assume the expenses of the Leadership Team members, who reside in this district, for any District UMW meeting and events.
- b. The Leadership Team members are responsible for sending in their own registrations and making their own lodging reservations and vouchering them to the district treasurer.

C. Administrative Committee

1. There shall be an Administrative Committee composed of the President, Vice President, Secretary, Treasurer and the chairperson of the Committee on Nominations, they shall meet at the call of the President to conduct emergency business.
2. The President may organize a conference call or video meeting to conduct the business of the Administrative Committee.

D. Committee on Program

1. There shall be a Committee on Program composed of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators (Spiritual Growth, Membership, Nurture and Outreach, Education and Interpretation, Social Action), Secretary of Program Resources, Communications Coordinator, and Chairperson of Committee on Nominations,

2. The Committee shall provide structure to programming of scheduled District events.
3. The Committee shall meet at least semi-annually and on call of the chairperson.
4. The Committee shall set the dates of the various conference meetings and events, subject to the approval of the Conference Leadership Team.
5. By January 15, the District Vice President shall provide the Conference President With a list of dates and places for all district meetings and events for the current year.
6. By January 15, the District Vice Presidents shall send the same information for all district meetings to the Conference Vice President and the Webmaster.
7. By May 15, the District Vice Presidents shall send annual celebration program plans to the Conference Vice President.

E. Committee on Finance

1. There shall be a Committee on Finance composed of the Treasurer as Chairperson, President, Vice President, Secretary, the four Mission Coordinators (Spiritual Growth, Membership Nurture and Outreach, Education and Interpretation, Social Action), Secretary of Program Resources, Communications Coordinator, and the Chairperson of the Committee on Nominations.
2. The Committee shall meet twice each year (winter and summer).
3. Budget preparation and pledge recommendations for the next year shall be done by mid-August of each year.
4. Following the summer meeting of the Committee on Finance, the district budget for Administration and Membership Development (A&MD) for the next year and the Pledge will be submitted by the Treasurer at the next meeting of the Leadership Team and at the Annual Business Meeting for adoption.

F. Mission Coordinator for Membership Nurture and Outreach

1. Compiles the annual census of local Units and their members.
2. Implements the Special Friends program, a project for sharing between district officers and local Units, promoting and coordinating a program of local unit visitation.
3. Analyze the membership needs of the district and plan campaigns to assist membership growth.
4. Serve on Scholarship committee for Mission u.
5. Is in charge of the Memorial Service at District Annual and remembers team members in times of illness or death.

G. Mission Coordinator for Spiritual Growth

1. Gives devotions at each team meeting and all district Events
2. Promotes Mission u and national programs on spiritual growth

H. Mission Coordinator for Education and Interpretation

1. Chairs the Scholarship committee for Mission u. Requirements to be established and candidate selection by the committee.
2. Chairs any mission challenge projects of the District UMW
3. Is a member of the Greater Southwest District Mission committee through the church
4. Gathers the 5 Star church information and awards recognition

I. Mission Coordinator for Social Action

1. There may be a Michigan Annual Conference Social Action event held every year in March or April co-sponsored by United Methodist Women and the Conference Board of Justice. Currently it is "Keep Making Peace". The Social Action District Mission

Coordinator should attend this event. Leadership Team members attending shall have their expenses paid.

2. A Social Action Event may be planned in collaboration with other group(s) or events, dealing with social issues, at the discretion of the District Mission Coordinator for Social Action and with the approval of the Leadership Team. Leadership Team members attending shall have their expenses paid.

3. Implement the Charter for Racial Justice program.

4. Will serve on the Mission u Scholarship committee

J. Coordinator for Program Resources

1. Encourages the UMW Reading Program, Faith talks, and other educational programs.

2. Collects reports of all who participate in the Reading Program and prepares certificates for Annual meeting.

K. Communication Coordinator

1. She shall publish district, conference, jurisdiction, and national meetings, workshops and training session in the district newsletter, THE COMPASS, the district Facebook page and other social media.

2. The newsletter shall be published four times a year. Each district officer is expected to provide articles for each Newsletter publication.

3. The newsletter shall be sent either electronically or by mail to local, district and conference officers, the district church office, district churches, president and VP of the other districts, and the District Superintendent. THE COMPASS should be posted on the District and Conference website.

4. Responsible for and acquiring names, addresses, telephone numbers and emails of local unit officers for the District directory. Also responsible for any requested flyers and program books

L. Committee on Nomination

1. There shall be a Committee on Nominations. It shall be composed of a minimum of three women and a maximum of five. The members shall be divided into rotating classes.

2. The Committee shall meet at least twice annually.

3. The Chairperson of the Committee on Nominations shall be elected by the District UMW for a tenure of two years during her four year-term

4. Members of the Committee on Nominations may attend the District Leadership Team meetings with voice but no vote.

5. The Chairperson of the Committee on Nominations shall be a member of the Committees on Program, Finance, Membership Nurture and Outreach.

6. The Committee on Nominations shall keep current talent bank information, which may be gathered at District meetings and events or obtained from local units.

7. Members of the Committee on Nominations shall contact potential nominees, update records of term and tenure of elected and appointed leaders and report this record annually at the spring Leadership Team meeting.

M. Committee on Standing Rules

1. There shall be a Committee on Standing Rules composed of five members: a past President as Chairperson, President, Vice President, Secretary, and Treasurer.

2. The committee shall meet annually to review the Standing Rules and offer changes when necessary.

3. The District President shall send a copy of the District Standing Rules to the Conference Standing Rules Chairperson when they are revised

III. RESPONSIBILITIES OF ELECTED OFFICERS

A. Participation in District Meetings and Events

1. Elected officers are expected to attend all Leadership Team meetings.
2. Unexcused absences and/or non-performance of duties shall be handled at the discretion of the President who, after consultation with the Administrative Committee, shall have authority to ask the person to resign.
3. The District elected officers are to attend at least one Conference Mission u event. Registration and mileage paid by the District Treasurer
4. When invited, elected officers shall attend the national organization of United Methodist Women Leadership Development Days (LDD).
5. Elected officers are expected to attend the officer training event given by the Conference Officers

B. Representation to Groups and District Agencies

1. Presidents are to attend the annual session of the Michigan Annual Conference
2. District Presidents are expected to attend the Michigan Annual Conference as an equalization member, request to be made through the districts Lay Leader.
3. Representative to District Boards and Agencies: Board of Laity - President

IV. MEETINGS

A. Annual Celebration and Business Meeting

1. The Annual Celebration shall be held annually. The location shall rotate among the district churches
2. Publicity and Registration
 - a. After approval by the Program Committee by July 31, the Communications Coordinator shall have the event flyer and registration form ready for publication in the August newsletter.
 - b. A Registrar, appointed by the Program Committee, shall receive all registrations, both paid and complimentary, shall provide and distribute name tags for all attendees under procedures developed by the Committee on Program, and shall report as requested by the District Leadership Team following the event.
 - c. The Leadership Team members are responsible for sending in their own registrations and making their own lodging reservations (if necessary).
- d. Complimentary Luncheon Tickets
 - 1.) The new nominees for election at the Annual Business Meeting shall be contacted by and shall register with the Chairperson of the Committee on Nominations, who shall report registrations to the Registrar.
 - 2.) The Mission Coordinator for Education and Interpretation shall invite and register and report to the Registrar the following who reside within the district:
 - Deaconesses and Home Missioners, active and retired
 - Retired missionaries
 - Newly returned Missionaries for a three-year period following their term of service
 - any Missionaries on leave, who are in the district.
 - 3.) The Vice President shall invite, register and report to the Registrar the following who shall be:
 - Speakers

- Resource persons which may include :
 - Church and Community Workers
 - Representatives of United Methodist Community House
 - President of the United Methodist Women of the host Church
 - Pastor in charge and spouse and any other host Pastor who participates in the meeting and spouse
- 4.) The President shall invite, register and report to the Registrar the following special guests
- The resident District Superintendent and spouse;
 - District Lay Leader
 - Past Presidents of the District United Methodist Women
 - The following persons residing within the Conference:
 - Members of United Methodist Women national organization Board of Directors, Program Advisory Group, and North Central Jurisdiction Leadership Team;

3. Annual Celebration Program

a. The Annual Celebration program shall be prepared by the Vice President, with additional input from the Treasurer, the President, the Committee on Nominations and the Committee on Standing Rules

- 1.) By July 15, the Chairperson of the Committee on Nominations shall send perfected proposed ballot to the President, Vice President, and Communications Coordinator for inclusion in THE COMPASS and the event program.
- 2.) The Treasurer shall provide the District Budget and Pledge to Mission for the coming year and a report of Mission Giving for the prior year.
- 3.) The Vice President shall provide the names of those to be honored with Gifts to Mission
- 4.) The chairperson of the Committee on Standing Rules shall provide the changes being made for the coming year.
- 5.) The final program to be distributed at the Annual Celebration shall be approved by the President transmittal to the printer.

4. Expenses for the support persons are the following, unless there is an established rate for the venue

a. Accompanist	\$30	d. Custodian	\$30
b. Special Music	\$30	e. Sound Technician.	\$30 ½ day/\$50 day
c. Child Care	\$10/hour	f. Security	\$10/hour

5. The minutes of the Annual Business Meeting of the District organization shall be approved by the Leadership Team at the Leadership Team at its first meeting following the Annual Business Meeting.

B. District Event Speakers \$50-\$100 per speaker depending on length of event.

C. Officer Training and Leadership Development (OTLD)

1. District Officers shall provide an annual enrichment experience for Local Unit Officers. This experience shall provide information to help local Officers carry out their responsibilities and shall include a counterpart update time.
2. This event shall provide training that will help local unit officers better understand the responsibility of their office but a better understanding of United Methodist Women and our Purpose

V. FUNDS

A. Financial Procedures

1. The operating funds for the District UMW organization comes from the Conference Administration & Membership Development (A&MD) Fund.
2. The Treasurer shall be elected to-serve as the fiduciary resident agent of the District organization.
3. All monies handled by the District organization shall go through the Treasurer's Books.
4. The commercial checking account shall be in the name of The Greater Southwest District United Methodist Women, Michigan Conference.
 - a. Checks shall be signed by the District Treasurer or District President
 - b. All checks written by the Treasurer shall be vouchered.
 - 1.) All authorized expenses incurred on District business shall be vouchered in a timely manner.
 - 2.) Vouchers are obtained from and returned to the District Treasurer.
 - 3.) All vouchers shall be signed by the President or the Secretary.
 - c. In order to be reimbursed for expenses, all bills incurred during a fiscal year shall be vouchered by December 1st.
5. An audit of the previous year's financial records shall be performed annually by a CPA or a person who has a minimum of a four-year accounting degree. The person performing the review completes the Schedule of Cash Activities statement and submits it to the District Treasurer. Copies are then provided to the District Leadership Team and to the Conference Treasurer.
6. The Conference checkbook shall be turned over to the newly elected Treasurer by January 1, if possible, or as soon as the required banking transfer documents can be executed. The previous year's records shall be turned over as soon as the financial audit has been completed. Historical financial records shall be turned over immediately.

B. Meeting Expenses within the District Organization

1. The following expenses for the members of the Leadership Team, incurred while carrying out responsibilities for the district organization, shall be paid, if not otherwise provided.
 - a. Lodging — based on two persons two beds per room. Additional costs for other arrangements selected shall be at one's own expense.
 - b. Travel — at a flat rate of 32 cents per mile. Members carpool whenever possible.
 - c. Meals — daily allowance of \$25.
 - d. Dependent Care — the actual cost up to \$38 for one-day events. Special circumstances should be requested in writing to the President and Treasurer. Local units and families are urged to volunteer their help with this care.
2. The District shall provide travel expenses for any Conference elected leaders who reside in the district to attend the District Annual Celebration.
3. When District elected officers are called to meetings held back-to-back with Conference events the Conference shall pay for the travel and lodging.
4. The District President is part of the District Board of Laity selection. The Greater Southwest District shall pay for registration, room and board.
5. The District Superintendent and spouse should be invited to attend Mission u and made aware of their expenses being covered.

C. Resources

1. For vouchered subscriptions to the Annual Sampler from the UMW Mission Resources, the Treasurer shall reimburse the following: President, Vice President, Secretary, Treasurer, four Mission Coordinators, Communications Coordinator, Secretary of Program Resources, and members of the Committee on Nominations
2. Members of the Leadership Team and the Committee on Nominations may voucher expensed for subscription to Response if they do not receive it from another source.
3. The District organization shall provide a subscription to the Response magazine for the District Office.

D. Honoraria and Love Gifts

1. Honoraria are not required for District or Conference elected officers asked to be speakers.
2. It is recommended that the district and local units pay an honorarium and travel expenses to active or retired Missionaries, Deaconesses and Home Missioners whom they invite to speak. This shall not apply to Missionaries, Deaconesses or Home Missioners itinerating through the district.

E. Recognitions

1. The Treasurer shall order recognitions in consultation with the Chairperson for the Committee on Nominations.

2. To honor members of the Leadership Team the District organization shall express its appreciation through a Special Mission Recognition as follows:

a. The elected officers who have served on the Leadership Team:

- 1) president and treasurer upon completing a full term--\$100
- 2) all other elected officers upon completing a full term--\$50
- 3) those retiring who have served one year but less than four years in the same office will be recognized with a Gift to Mission for --\$25
- 4) anyone duly elected who leaves office before the end of one year shall be recognized with a Gift to Mission in the amount of \$10
- 5) an elected officer previously honored in this way shall be given the choice of additional recognition in the way indicated or a Gift to Mission of a comparable sum.

b. Retiring members of the Committee on Nominations:

- 1) who have served four years, including election as Chairperson--\$50
- 2) who have served four years but not served as Chairperson--\$30
- 3) who have served at least one year but less than four years will be recognized with a Gift to Mission in the amount of \$25.

c. A Special Mission Recognition of \$100 to the District Superintendent after completing their 6 years term.

F. District Budgets and Funds

1. All monies handled by the District organization shall go through the District Treasurer's books.
2. The District Organization shall submit for approval a budget for Administration and Membership Development (A&MD) for the next year to the Chairperson of the Conference Committee on Finance by July 31.
3. 25 % of the District's annual A&MD funds shall be remitted to the District Treasurer by the Conference Treasurer by the 15th of the first month of each quarter.
4. Mission funds received from the local units each month shall be forwarded to the Conference Treasurer by the 15th of the following month, with the exception of funds received with order for Special Mission Recognition pins, which shall be forwarded as soon as possible after they are received.
5. The District Treasurer shall submit a copy of their bank statement plus cash journal to the District President and the Conference Treasurer on a monthly basis where it shall be reviewed in a timely manner.
6. When there is more than \$500 in the District treasury at the end of the year, the overage shall be sent to the Conference Treasurer; if a District treasury has less than \$500 at the end of the year, the Conference Treasurer shall issue a check to bring the balance to \$500.

G. Other Relevant Information.

1. Offerings received at District events will be Mission Giving through Pledge to Mission or designated for a program or project related to the work of United Methodist Women upon the recommendation of the Leadership Team.
2. The Conference and District organization is committed to maintaining a significant relationship with the United Methodists Community House in Grand Rapid, a National Mission Institution of United Methodist Women, by: encouraging United Methodist Women to provide ongoing financial support specifically to support programming children, youth, and seniors.

VI MINUTES AND RECORDS

A. Secretary's Records

1. The District Secretary shall keep minutes for four years in her possession. Older minutes shall be stored permanently at the Michigan Conference Archive
2. The Secretary shall send a copy of the minutes of the Leadership Team meeting to its members, the Conference secretary and the District Superintendent.

B. Treasurer's Records

1. All vouches bank statements, treasurer's reports and auditor's reports for the current year and seven (&) previous years shall be kept by the treasurer. All others shall be destroyed
2. The cash activity journal must be kept permanently.

3. The year-end treasurer's report presented at the first meeting of the year should be kept permanently with the minutes

C. District Correspondence

1. All information sent by Conference elected leaders to District elected leaders for channeling to Local Units is important. It is expected that it shall be sent to Local Units at District expense.
2. Name of Local elected leaders shall be sent to the District Secretary within one week after election, recommending that elections be held by October 31 of each year.
3. Within one week following the District Annual Business Meeting, the District President shall send a copy of the District elected ballot to the following: Conference President, Conference Secretary, Conference Chairperson of the Committee on Nominations, Conference Communications Coordinator/s, Conference Webmaster, and other District Presidents.
4. By December 15 the District President shall send the name, postal addresses, email addresses and phone numbers of appointees to the District Leadership Team to the Conference President, Secretary, communications Coordinator, Editor of THE VOICE, Webmaster and other District Presidents for District newsletters.

D. Other

1. Records, reports, and directive information pertaining to each office shall be kept by the respective elected leaders for the preceding four years after which they ay be destroyed.
2. Permanent Files and Historical Records
 - a. Shall be kept at the Michigan Conference Archives.
 - b. Shall consist of: The minutes of all meeting recorded by the District Secretary including the year-end Treasurer's Report, the District Treasurer's Annual Audit Report and ledgers, a copy of the District Directory and Reports, a copy of each issue of The Compass, and a copy of the District Annal Celebration Program.
 - c. The secretary shall be responsible for seeing that records are stored at the Michigan Conference Archives.