

**MICHIGAN CONFERENCE UNITED METHODIST WOMEN – HERITAGE DISTRICT**

**2021 STANDING RULES Approved September 26, 2020**

**The United Methodist Women (UMW) of the Michigan Conference Heritage District shall function in accordance with the Constitution and Bylaws of United Methodist Women national organization. The Constitution and the Bylaws cover Local, District, Conference and Jurisdiction Organizations. These Standing Rules are supplementary thereto.**

**I. LEADERSHIP TEAM and COMMITTEES**

**A. Leadership Team**

The Leadership Team shall consist of: the elected officers: President, who serves as chairperson; Vice President; Secretary; Treasurer; Chairperson of the Nominations Committee; Mission Coordinators for Spiritual Growth, Education and Interpretation, Social Action, Membership Nurture and Outreach; Communications Coordinator; Secretary of Program Resources; and others: immediate past president; District Superintendent; Michigan Conference UMW Leadership Team members residing in the Heritage District; historian; cluster conveners; and others specifically related to the programming and work of the Heritage District UMW as determined by the Leadership Team.

1. The Leadership Team shall meet at least five times a year at locations agreed upon by the Leadership Team. One meeting shall be in June.
2. Members of the Leadership Team are expected to attend all Leadership Team meetings.
3. 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.
4. A majority of the elected officers of the Leadership Team shall constitute a quorum for the transaction of business.
5. If the President is not present at the appointed time of a called meeting, the Vice President shall convene the meeting. If neither the President nor the Vice President is present, the Secretary shall convene the meeting.
6. The minutes of all district meetings shall be approved by the Leadership Team. Minutes of the Heritage District Annual Celebration/Meeting shall be approved at its first subsequent Leadership Team meeting.
7. The District Pledge to Mission and the budget for the following year shall be determined by the Leadership Team upon the recommendation of the Finance Committee at the June meeting.
8. The Leadership Team shall develop and maintain job descriptions for all leaders serving in elected and appointed positions.

**B. Administrative Committee**

1. The Administrative Committee shall consist of the President, Vice President, Secretary, and Treasurer and shall meet at the call of the President only to conduct emergency business between meetings of the Leadership Team.
2. The Administrative Committee shall not change declared policy, the budget, or incur indebtedness.

**C. Program Committee:**

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1 Revised June 5, 2020

Approved September 26, 2020

1. The Program Committee shall consist of the Vice President as chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, and Communications Coordinator.
2. The Program Committee shall meet as necessary to assist in planning the details of programs to be presented by the District.
3. By January 15<sup>th</sup>, the District Vice President shall provide the Conference Vice President and the Webmaster with a list of dates and places of all District meetings for the current year.
4. By May 15th the District Vice President shall send the Heritage District Annual Celebration/Meeting program plan to the Conference Vice President.

D. Finance Committee

1. The Finance Committee shall consist of the Treasurer as chairperson, President, Vice President, Secretary, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and Chairperson of the Nominations Committee.
2. The Finance Committee shall meet at least once a year to discuss the proposed budget and annual pledge to mission recommendations for the following year before the June Leadership Team meeting
- 2-3. The Treasurer and Mission Coordinator of Education and Interpretation shall attend the winter meeting of the Conference Committee on Finance. The Treasurer and President shall attend the summer meeting of the Conference Committee on Finance.

E. Nominations Committee

1. The Nominations Committee shall consist of the chairperson and six to eight members.
2. The Nominations Committee shall obtain the consent of current elected Leadership Team members eligible to continue to serve by personal, private contact within 30 days of its first meeting.
3. The Chairperson of the Nominations Committee shall keep accurate and updated records of term and tenure of elected and appointed leaders and report this record annually at the first Leadership Team meeting of the year.
4. Members of the Nominations Committee may attend the District Leadership Team meetings, with voice but without vote.
5. Members shall work throughout the year to recruit women for elected roles on the Heritage District Leadership Team.
6. The Nominations Committee shall present a slate of nominees at the June meeting of the Leadership Team. The report of the Nominations Committee shall become the ballot at the Heritage District Annual Celebration/Meeting to be voted on by the members attending the Heritage District Annual Celebration/Meeting. The Ballot shall be distributed to the District membership 30 days prior to the Annual Celebration/Meeting. 7. A job description of elected and appointed leadership roles shall be kept in a file by the Chairperson of the Nominations Committee. The Chairperson shall give a job description and these Standing Rules to a prospective leader when asked to serve in that office. She shall also be given a copy of the "By Laws of UMW in the District" located in the UMW Handbook of the current quadrennium.
8. The Chairperson of the Nominations Committee shall invite and make reservations at District or Conference expense for new nominees to attend all of the following:
  - a. the Heritage District Annual Celebration/Meeting at District expense
  - b. the last Leadership Team meeting of the current year at District expense
  - c. the Michigan Conference Elected Leadership Training at Conference expense
9. At the business meeting of the Heritage District Annual Celebration/Meeting a ballot shall be presented for election. Nominations from the floor shall be requested. The election shall be by voice vote.

10. A woman may be nominated from the floor at the annual meeting if:
  - i. the President is notified at least 24 hours ahead of the meeting
  - ii. the nominee meets the requirements as listed in the current Handbook of the United Methodist Women
  - iii. the nominee has given consent for the nomination and,
  - iv. is present at the meeting, if possible.
11. Members of the Conference Committee on Nominations residing in the district shall be members of the District Nominations Committee with voice but without vote.
12. Members of the District Nominations Committee shall recruit cluster conveners and submit their names to the Leadership Team for approval.
13. The Heritage District Leadership Team shall reflect the diversity of women throughout the church. Elements of this diversity are age, race, marital status, cultural backgrounds, disabilities, and employment status.
14. Only lay women shall serve as elected or appointed leaders of the District.
15. Elected leaders shall take office January 1 following their election.
16. The regular term of office for all elected leaders shall be one year, with the exception of the Nominations Committee Chairperson whose term is two years. Six months or more of a year shall constitute a full year.
17. No elected leader shall serve for more than four years in one office with the exception of the Treasurer who may serve for 6 years.

F. Standing Rules Committee

1. The Standing Rules Committee shall be composed of five members: Immediate Past President as Chairperson, President, Vice President, Secretary, and Treasurer. Additional persons shall be appointed if needed.
2. The Committee shall meet annually to review the Standing Rules and propose changes when necessary to the Heritage District Leadership Team. Proposed Standing Rules shall be sent to the Michigan Conference Standing Rules Chairperson following approval by the District Leadership Team.
3. The proposed Standing Rules shall be presented and approved at the Heritage District Annual Celebration/Meeting. The Standing Rules Chairperson shall send a copy of the approved Standing Rules to the Michigan Conference UMW Standing Rules Chairperson following the Heritage District Annual Celebration/Meeting.

## II. MEETINGS AND PROGRAMS

A. Sales and Announcements at District Events:

1. Sales at the Heritage District Annual Celebration/Meeting or any other District sponsored event other than United Methodist Women publications and correlated materials must be approved by the District Leadership Team at least one week in advance.
2. No announcements of local church or unit activities shall be made at the Heritage District Annual Celebration/Meeting without advance approval of the Leadership Team.

B. Registration Fees and Cost of Meals at District Events:

1. There shall be a registration fee for District events to cover expenses. The amount of the fee shall be approved by the Leadership Team upon the recommendation of the Program Committee.

2. The cost of meals shall be as follows:
  - d. Welcoming refreshments not to exceed \$3 per person
  - e. Breakfast or brunch not to exceed \$7 per person
  - f. Luncheon not to exceed \$10 per person
3. A leader for a two-day event shall be paid \$150 for three sessions plus mileage, meals, and lodging while in attendance.
4. A leader for a one-day event shall be paid \$100 for two sessions, plus mileage and meals.
- 4-5. A leader for a ½ day event shall be paid \$50, plus mileage and meals.

C. Cancellations:

1. Any Leadership Team member who is registered and then is unable to attend any District event shall reimburse the cost to the District unless excused by the President.
2. Persons who cancel after final figures are given to the host group, or who do not honor reservations they have made, shall be expected to pay for their own reservations or send substitutes.

D. Heritage District Annual Celebration/Meeting

1. Reservations for the Heritage District Annual Celebration/Meeting shall be made by the Vice President for one Pastor and spouse from the host church, the local unit President from the host church, host church personnel participating in the meeting, members of the Leadership Team including the District Superintendent and spouse; the Michigan Conference President, and any program participant.
2. The host church for the annual meeting shall be allotted up to \$300 total expenses for the following services: accompanist \$50, janitorial services \$100, sound technician \$75, and Special Music \$75
3. Childcare payment shall be provided from the District funds at no more than \$10 per hour per person.
4. Vouchers are needed from the Vice President for all expenses.
5. The agenda for the Business Meeting shall include the election of leaders for the next year, the approval of the A&MD budget and the Pledge to Mission for the next year, and the approval of the financial reports for the previous year.
6. The voting body at the Heritage District Annual Celebration/Meeting shall be all members of United Methodist Women at any organizational level residing in the District and in attendance at the meeting.

E. Workshops, Seminars, and Mission Trips:

1. Workshops, seminars and mission trips shall be approved by the Leadership Team.
2. Mission trips shall be in keeping with the PURPOSE of United Methodist Women.
3. The President shall appoint a Director for Mission Trips.
4. Mission trips shall be self-supporting. Participants shall make their own reservations, unless other arrangements have been made, and pay their own expenses.

### III. HERITAGE DISTRICT-COMMUNICATIONS

- A. The District newsletter shall be known as Heritage Vine and shall be published three times a year.

- B. All material included shall reflect the PURPOSE of United Methodist Women and shall be subject to the approval of the Communications Coordinator and the President. The Communications Coordinator and the President shall determine issue content. The deadline for material shall be set at the time calendar dates are set.
- C. The first issue of the District Newsletter each year shall include the Treasurer's annual report and the fall issue shall include the proposed ballot as submitted by the Nominations Committee.
- D. The newsletter shall be mailed or electronically transmitted to: members of the Leadership Team; local unit officers; District Superintendent; District Administrative Assistant; District President of United Methodist Men; Conference President and Vice President; and other District Presidents. A copy shall be sent to pastors and to others, upon request, if the budget allows.
- E. All communications, including sent by the Michigan Conference UMW elected officers for channeling to local units, and social media, must be approved by the President.

#### IV. RECOGNITION AND MEMORIALS

- A. Recipients of recognition shall be determined by the President and Treasurer in consultation with the Chairperson of the Nominations Committee.
- B. The District shall express its appreciation by presenting:
  1. A Special Mission Recognition in the amount of \$200 each to honor the President and Treasurer on completion of a term of four years. If she serves less than four years she shall receive a Special Mission Recognition proportionate to the numbers of years served;
  2. A Special Mission Recognition in the amount of \$200 to the Treasurer upon completing an additional two years;
  3. A Special Mission Recognition of \$100 to honor elected officers who have completed a four-year term;
  4. A Special Mission Recognition of \$60 to honor elected officers who have served more than one year and less than four years;
  5. A Special Mission Recognition of \$40 to honor elected officers who have served one year;
  6. A Special Mission Recognition of \$100 to honor a member of the Nominations Committee who has served four years and was chairperson for two of those years;
  7. A Special Mission Recognition of \$60 to honor members of the Nominations Committee who have served four years without being chairperson, and \$40 to honor members who serve one year and less than four years;
  8. A \$10 Gift to Mission to honor anyone duly elected and installed who leaves office before completion of one year and serves at least six months;
  9. An elected leader previously honored in this way with the choice of additional recognition in the ways indicated or a Gift to Mission of a comparable sum.
- C. Special Mission Recognition in the amount of \$60 shall be given to honor the District Superintendent upon leaving the superintendency.
- D. Gift in Memory of \$100 shall be sent by the Treasurer, upon consultation with the President, if a current member of the Leadership Team or Past President of the District dies; a \$10 Gift in Memory shall be sent if an immediate member of the family of a Leadership Team member dies.

## V. FUNDS

### A. Administration and Membership Development Funds (A&MD)

1. While carrying out her responsibilities for the Heritage District, a member of the Leadership Team may submit a voucher for dependent care of the actual cost up to \$38 per day for event. Multiple day situations shall be considered on written request to the President and Treasurer. Local units and families are urged to volunteer to help with this care.
2. Expenses incurred by the Heritage District Leadership Team that are included in the budget shall be reimbursed by check. Prior approval by the President is required for purchases over \$50.
3. All expense vouchers shall have receipts attached and shall be presented to the Treasurer for payment and shall have the approval of the President or Secretary. All vouchers shall be received by the Treasurer no later than November 20th.

### B. Financial Procedures

1. A review 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, in accordance with the "Agreed Upon Procedures for District Audits" provided by the national organization of United Methodist Women.
2. After the procedures have been completed, the person performing the review completes the Schedule of Cash Activities statement and submits it to the District President. Copies are then provided to the District Leadership Team and to the Conference Treasurer.
3. The District 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 review has been completed. Historical financial records shall be turned over immediately.

### C. Meeting Expenses within the District

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 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 shall carpool whenever possible.
  - c. 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. When District elected leaders are called to meetings held back-to-back with Conference events, the Conference shall pay for the travel and lodging.
3. The District shall provide travel expenses for any Conference elected leaders who live in their district to attend the District Annual Celebration

### D. Expenses for National Events

1. Support for Assembly attendance shall be determined by the District Leadership Team as soon as possible after directives for the event are received from United Methodist Women national organization.
2. Registration to National Assembly shall be paid for President
3. The District may offer scholarships to Local Units to attend the National Assembly.

E. Expenses for Resources

1. Members of the Leadership Team shall voucher expenses for subscriptions to **response** magazine.
2. The District Organization shall provide a subscription to the **response** magazine for the District Superintendent's office, to be ordered by Program Resources.
3. Prayer Calendars shall be provided by the District for the Leadership Team members and will be ordered by Program Resources.

F. Treasurer's Procedures

1. The Treasurer shall submit for approval a budget for A&MD for the next year to the Conference Treasurer by July 31.
2. The Treasurer shall submit a copy of their bank statement plus cash journal to the District President and the Conference Treasurer on a monthly basis.
3. 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 orders for Special Mission Recognition pins, which shall be forwarded as soon as possible after they are received.
4. When there is more than \$500 in the District bank account at the end of the year, the overage shall be sent to the Conference Treasurer.
5. Records shall be kept for 7 years or more. All vouchers, bank statements and review reports shall be destroyed after 7 years. The cash journals and year-end Treasurer's report shall be kept permanently with the minutes.

**VI. RETENTION AND TRANSFERENCE OF REPORTS, FILES, AND FUNDS**

- A. The minutes of all Leadership Team meetings and all Annual Meetings are kept permanently by the Secretary.
- B. Elected leaders who have retired from office shall give all materials related to their offices, including the Handbook and all directive information received from the United Methodist Women National Organization or the Michigan Conference during the previous four years, to their successors by January 1st unless otherwise negotiated. Financial records may be destroyed after seven years.
- C. All reports required for the Conference Directory shall be submitted to the Directory Chairperson by January 31st, preferably sent electronically

**VII. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern all deliberations of the Heritage District United Methodist Women where applicable