

## PREFACE

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

## CATEGORIES

- I. Nominations, Elections, and Appointive Procedures
- II. Committees
- III. Elected/Appointed Leaders
- IV. Meetings
- V. Funds
- VI. Minutes and Records
- VII. Courtesies
- VIII. Resources
- IX. Equipment and Property Owned
- X. Distinctive Legal Requirements
- XI. Provision for Changes in Standing Rules

## I. NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

- A. The boundaries of the organization of the Michigan Conference United Methodist Women shall coincide with the Michigan Annual Conference boundaries.
- B. The voting body of the Michigan Conference United Methodist Women annual meeting shall be composed of all members of United Methodist Women at any organizational level residing within the conference 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 of its first meeting.
- D. A printed report from the Committee on Nominations listing nominations for the next year shall be presented no later than the spring Executive Committee meeting with copies for each member.
- E. At the business meeting of the Annual Celebration a ballot shall be presented for election. Nominations from the floor will be requested. The election shall be by voice vote.
- F. A woman may be nominated from the floor at the annual meeting if:
  1. the President is notified at least 24 hours ahead of the annual meeting.
  2. the nominee meets the requirements as listed in the current *Handbook of United Methodist Women*, has given consent for the nomination and, if possible, is present at the meeting.
- G. Conference officers elected at the annual meeting shall take office January 1.
- H. The regular term of office of all officers shall be one year. Six months or more of a year shall constitute a regular term.
- I. Only laywomen may serve as elected or appointed leaders at any level of the organization.
- J. Vacancies occurring in the elected leadership of the Conference organization shall be

filled by a vote of the Conference Executive Committee upon nomination from the Committee of Nominations.

- K. By January 1, any elected leader who is retiring from office shall deliver to her successor materials related to that office including the current *Handbook of United Methodist Women*, and all directive information received from Women's Division and/or United Methodist Women national organization during the previous four years unless otherwise negotiated. Books for the Michigan Conference Mission u shall be retained by the person using them. Any materials necessary for the fulfillment of the office and not delivered by her predecessor shall be purchased by the person assuming the office and paid for by the conference organization.
- L. A committee appointed by the President shall present the names of three VOTING delegates to the North Central Jurisdiction quadrennial meeting. The delegates need to be serving as executive committee members in the year of the jurisdiction meeting. The delegates shall receive full funding FROM THE CONFERENCE. These names shall be presented for information at the May Executive Committee meeting and for election at the conference annual meeting held in the year prior to the quadrennial meeting of the jurisdiction organization.
- M. At this same annual meeting (see L), the Conference Committee on Nominations shall present the names of two women nominees to serve on the Board of Directors of the United Methodist Women national organization. (See current *Handbook of United Methodist Women*). Upon acceptance by the conference organization, these names shall be sent to the jurisdiction organization according to directives from United Methodist Women national organization. The Committee shall also present the name of a woman to be nominated to serve as an alternate. This information shall be reported no later than the May Executive Committee meeting.

## II. COMMITTEES

- A. General
  - 1. The Conference organization shall provide such committees as the needs may require. Committees shall meet at least once annually, and on call of the chairperson, after the President or the Executive Committee has given approval.
  - 2. Each chairperson shall be responsible for arranging the time and place for her committee meetings, in consultation with the President and the Program Committee, and for notifying members.
  - 3. 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. Executive Committee
  - 1. There shall be an Executive Committee which shall be composed of the elected leadership and the district presidents, president, vice president, secretary, treasurer, Secretary for Program Resources, Mission Coordinators for Spiritual Growth, Membership Nurture and Outreach, Social Action, Education and Interpretation, Communications Coordinator, Chairperson of Committee on Nominations. The resident Bishop shall be an ex-officio member.
  - 2. In addition, the immediate Past President, the Chairperson of the Committee on Standing Rules, Historian/Custodian, Editor/s and Business Manager of The Conference United Methodist Women Newsletter, appointed by the President, and the Dean(s) of the Conference Mission u, shall be members of the Executive

- Committee with voice and vote. It shall also include such other persons as the conference organization of UMW may determine.
3. Members of the Conference Committee on Nominations, the members of the Committee on the Charter for Racial Justice Policies, Past Conference Presidents, members of the United Methodist Women national organization and North Central Jurisdiction Leadership Team, residing within the Conference, and other related positions shall be welcome to attend Conference Executive Committee meetings with voice but without vote.
  4. The Executive Committee shall meet at least four times a year. A quorum shall be a majority of the members present. When the number needed for a quorum is no longer present, the formal business of the group must stop.
  5. All members of the Conference Executive Committee shall be ex-officio members of their District Executive Committees. Districts should make the persons listed in #1 and #2, residing within their districts, members of their District Executive committee with voice and vote. In addition, persons listed in #3 may attend with voice, but no vote (Reference is United Methodist Women Handbook 2017-2020, p. 121, District Constitution, Committees, Art. IV, Section 1, a.)
  6. Districts shall assume these members' expenses for District meetings and the conference shall assume their expenses for Conference meetings.
  7. Upon the request of a member of the Executive Committee, an item of business may be conducted by mail or electronic transmission. Such action of the Executive committee shall be valid, preserved and recorded in the official minutes.
  8. The minutes of the Executive Committee and the annual celebration shall be approved by the Executive Committee AT ITS NEXT REGULAR MEETING.
- C. Administrative Committee
1. There shall be an Administrative Committee, composed of the President, Vice President, Secretary, Treasurer and one other Conference Executive Committee member appointed by the President, which shall meet at the call of the President to conduct emergency business.
  2. The Conference President may organize a conference call to conduct 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, Education and Interpretation, Social Action, Membership Nurture and Outreach), Secretary of Program Resources, Communications Coordinator, Chairperson Committee on Nominations, President of the District hosting the Conference Annual Meeting and others as the Executive Committee may determine.
  2. The Committee will provide structure to programming of scheduled Conference Events.
  3. The committee will meet at least semiannually and on call of the chairperson.
  4. The Committee shall set the dates of the various conference meetings, subject to the approval of the Conference Executive Committee.
  5. By January 15, the Conference Vice President shall provide the Conference President with a list of dates and places of all conference meetings for the following year.
  6. By January 15, the District Vice Presidents shall send the same information for all district meetings to the Conference Vice President.

7. By May 15, the District Vice Presidents shall send annual meeting 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, Education and Interpretation, Social Action, Membership Nurture and Outreach), Secretary of Program Resources, Communications Coordinator, Chairperson of the Committee on Nominations, and the District Treasurers.
2. The Committee shall meet twice each year.
3. Budget preparation and pledge recommendations shall be done by mid-August of each year.
4. The District Mission Coordinators of Education and Interpretation shall be invited to the winter meeting. The District Presidents shall be invited to the summer budget meeting and shall be alternates for the treasurer and coordinator of education and interpretation as necessary.
5. Following the summer meeting of the Committee on Finance, the Conference budget for Administration and Membership Development for the ensuing year shall be submitted by the treasurer to the next meeting of the Executive Committee and to the Annual Meeting for adoption.

F. Committee on Membership Nurture and Outreach

1. There shall be a Committee on Membership Nurture and Outreach composed of the Mission Coordinator for Membership Nurture and Outreach as Chairperson, President, Secretary, Communications Coordinator, Mission Coordinator for Education and Interpretation, Chairperson of the Committee on Nominations, and the District Mission Coordinators for Membership Nurture and Outreach.
2. The Committee shall meet at least semi-annually to set and evaluate goals.

G. Committee on Nominations

1. There shall be a Committee on Nominations. It shall be composed of seven to nine women, preferably no more than one from each district. The members shall be divided into rotating classes.
2. The committee shall meet at least twice each year.
3. The Chairperson of the Committee on Nominations shall be elected by the conference organization for a tenure of two years during her four-year term. It is recommended that each member serve her full elected term.
4. Members of the Conference Committee on Nominations may attend the Conference Executive Committee 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 and Mission u. If she is unable to attend, she shall send a Committee on Nominations representative in her place.
6. It is recommended that Districts make members of the Conference Committee on Nominations, residing within their District, members of their District Executive Committee with voice but no vote. Districts shall assume their expenses for District meetings and the Conference shall assume their expenses for Conference meetings.
7. The Chairperson of the Committee on Nominations shall keep current talent bank information, which may be secured at Conference and District meetings and events or obtained from local units.
8. Members of the Committee on Nominations will contact potential nominees to determine interest in nomination and secure commitment for the nomination.

9. The Committee shall keep current guidelines of officer responsibilities on file.
  10. The Chairperson of the Committee on Nominations shall keep accurate and updated records of term and tenure of elected and appointed leaders and report this record annually at Spring Executive Committee.
  11. Nomination procedures shall follow Section 1 of Standing Rules.
- H. Committee on Conference Goals
1. There shall be a Committee on Conference Goals composed of the Vice President as Chairperson, President, and the four Mission Coordinators.
  2. The Committee shall meet annually to set and evaluate goals for the conference.
  3. The Conference Goals shall be approved by the Executive Team.
  4. Adopted goals shall be published in the Conference newsletter, on the website, and in the Directory.
- I. Committee on Standing Rules
1. There shall be a Committee on Standing Rules composed of five members: a Past President as Chairperson, the President, Vice President, Secretary and Treasurer.
  2. The committee shall meet annually to review the Standing Rules and offer changes when necessary. See Section XI for the procedure.
  3. The Chairperson shall send a copy of the Standing Rules to United Methodist Women national organization when they are revised.
- J. Committee on the Charter for Racial Justice Policies
1. There shall be a Committee on the Charter for Racial Justice Policies composed of seven members, one third of whom shall be women of color, insofar as possible. The seven members shall be the President, who shall serve as chairperson, the Mission Coordinator for Social Action, the Chairperson of the Committee on Nominations, one District President, whose tenure shall be two years (rotated alphabetically by district), one additional member of the Conference Executive Committee, and two additional members selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task.
  2. Additional members shall serve no more than three years.
  3. The committee will meet at least semiannually and on call of chairperson.
- K. Committee on Communications
1. There shall be a Committee on Communications composed of the Communications Coordinator as Chairperson, President, Vice President, Secretary, Treasurer, Editor/s of the Michigan Conference newsletter, and Webmaster.
  2. The Committee shall be responsible for the publication of the Michigan Conference newsletter, and the maintenance of the website. (New name of newsletter is to be determined.)
  3. The Committee shall be responsible for distribution of the Michigan Conference newsletter via the conference website, mass emails, or hard copies by request.
  4. The Committee shall meet at least annually and shall communicate as often as necessary.
  5. The Committee shall be responsible for overseeing the following:
    - a. The Conference organization shall promote (by mail or other methods of communication) only such activities as are directly associated with the work of United Methodist Women as outlined by United Methodist Women national organization.
    - b. Names and addresses, including email, of elected leaders of Local Units,

the Districts, and the Conference shall be used only for communication about the program of United Methodist Women.

- L. Committee on the Directory and Annual Reports
1. There shall be a Committee on the Directory and Annual Reports composed of the Secretary as chairperson or an individual designated by the President to serve as Chairperson, the President, the Secretary (if not the chair), the Treasurer, and the Communications Coordinator.
  2. All required reports are due to the Directory Chairperson by January 31<sup>st</sup>, preferably sent electronically.
  3. The committee shall annually edit, publish, and mail or electronically distribute the Directory and Annual Reports by March 1.
  4. Directives about the contents and distribution of the Directory and Annual Reports are listed in the Procedures section of the Directory.
- M. Committee on the Newsletter
1. There shall be a Committee on the Newsletter composed of the Editor/s and Business Manager appointed by the President when necessary; the Vice President, Treasurer, Secretary of Program Resources, and Communications Coordinator of the Conference organization; and District Secretaries of Program Resources and Communications Coordinators. The President may appoint other members to the Committee when necessary. The Editor/s serve/s as the Chairperson/s of the Committee.
    - a. One meeting shall be held at the Annual Leadership Training Event.
    - b. All expenses of the Committee shall be paid by the Conference organization.
    - c. District Presidents may be invited to all committee meetings. The Conference organization shall pay their expenses only if they attend in place of their District Secretary of Program Resources.
  2. The Michigan Conference newsletter Committee shall make recommendations on matters of policy. The final authority for policies shall rest with the Executive Committee.
  3. The Michigan Conference newsletter shall be published by the Conference organization for the purpose of providing information to the Local, District, and Conference organizations, for uniting all the work of the Conference organization, and minimizing correspondence.
  4. All material shall reflect the PURPOSE of United Methodist Women. It shall be subject to the approval of the Editor/s and the Conference President.
  5. Directives about the contents and distribution of the Newsletter are listed in the Procedures section of the Directory.
- N. Committees on Mission u
1. Mission u East
    - a. Members of the Conference Executive Committee serving on the Committee on Mission u shall be the President, Vice President, Secretary, Treasurer, the Mission Coordinators (Spiritual Growth, Education and Interpretation, Social Action, Membership Nurture and Outreach), Secretary of Program Resources, Communications Coordinator, and Chairperson of the Committee on Nominations. Others may be members at large, named by the Committee on Mission u.
    - b. Executive Committee members who are not members of the Committee on Mission u including District Presidents, members of the Committee on Nominations, members of the Committee on the Charter for Racial Justice Policies, and appointed leaders are expected to attend at least

- one of the Conference Mission u events at Conference expense.
- c. The committee will have its own standing rules and procedures.
  - d. The committee will have its own budget and bank account.
2. Mission u South
- a. Members at Large may serve to provide equalization with Conference Board of Global Ministries or for a special duty on the committee.
  - b. All Conference officers, District Presidents, members of the Committee on Nominations, members of the Committee on the Charter for Racial Justice Policies, and Historian are expected to attend the Mission u at Conference expense. Officers and Committee members will be asked to help with various duties during the school.
  - c. There shall be three persons on the Mission U Nominating Committee, two members from the UMW Executive Committee and one from the Board of Global Ministries. They shall each serve a two-year term. The next two years there shall be one from the UMW Executive Committee and two from the Board of Global Ministries. The President of the Conference UMW appoints the UMW members, and the Chair of the BGM appoints the members from the Board of Global Ministries.
  - d. The Conference UMW has the responsibility to supply a form for a scholarship application to the school.
  - e. The Dean/s of the Mission u events shall receive a \$60 Special Mission recognition upon completion of a two-year term.
3. Mission u North
- a. Mission u of the North is normally held in the fall. This event is meant to challenge, involve and commit attendees in the area of global responsibility.
  - b. Members from the Northern Districts send representatives to be part of the Mission u Team.
  - c. The officers are elected from the membership of the Mission u Team.
  - d. The Team has its own policies.
  - e. The Team has its own bank account and requests budgeted monies from the Conference UMW.
  - f. The Team is accountable to the Michigan Conference East and South Mission u Teams and shall designate the Mission Project to be supported by the offering.

### **III. ELECTED/APPOINTED LEADERS**

- A. Duties of elected leaders and the Executive Committee
  1. Members of the Executive Committee are expected to attend all Executive Committee 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. Two weeks before each Executive Committee meeting, members of the Committee shall send their report to the designated distributor who shall distribute these reports to all members of the Committee. If this deadline is not met, the member shall bring 30 copies to the meeting.
  4. Within two weeks after the meeting, the Secretary shall send a copy of the minutes of each meeting to the President before distribution. Minutes of all meetings shall be sent to all members of the Committee within three weeks of the meeting. This procedure is recommended to the Districts.
  5. Following the meeting, the Secretary shall notify all persons of specific duties delegated to them.

6. The Conference elected leaders are to attend at least one Conference Mission u event. The Conference and District Presidents are to attend the annual session of the Michigan Annual Conference. When invited, officers shall attend the national organization of United Methodist Women Leadership Development Days (LDD).
  7. Elected leaders are encouraged to attend special training and other enriching experiences beyond the Conference. Requests for conference funds for such experiences should be made to the President and approved by the Executive Committee. Consideration shall be given to the type of experience, the application in the Conference, the number of requests from the individual, and the availability of funds.
- B. Responsibilities of elected leaders and the Executive Committee
1. All members of the Conference Executive Committee, including District Presidents, shall make reservations for meals and/or lodging through the designated person, unless otherwise provided.
  2. Reservations for lodging and meals for which the Conference pays will not be made for any person who does not return the reservation form by the designated deadline.
  3. Except for sudden illness or death in the immediate family, persons who cancel after final reservations are made, or do not honor those they have made, shall be responsible for the expense.
- C. Representation to Groups and Annual Conference Agencies
1. The Conference Vice President shall be the representative at Church Women United and World Federation of Methodist and Uniting Church Women.
  2. The President and the Vice President or their designees shall be the representatives to the Annual Assembly of Church Women United in Michigan. It is recommended that Districts follow this pattern.
  3. Representative to Conference Boards and Agencies:  
Board of Laity - President  
Board of Justice: Division of Church and Society –  
Mission Coordinator for Social Action  
Board of Global Ministries -  
Mission Coordinator for Education and Interpretation

#### IV. MEETINGS

- A. Annual Celebration and Business Meeting
1. The Annual Meeting of the Michigan Conference United Methodist Women shall be held in October. The place of the meeting will rotate among the districts.
  2. Publicity and Registration
    - a. The Communications Coordinator shall have the Annual Celebration flyer and registration form for distribution at the annual session of the Michigan Annual Conference, which is approved by the Committee Program before March 31.
    - b. An appointed Registrar shall receive all requests for meal tickets, both paid AND complimentary, shall provide and distribute name tags for all attendees under procedures developed by the Program Committee, and shall report as requested by the Conference Executive Committee following the event.
      - 1.) All registrations from the Mission Team shall be reported to the Registrar for the Annual Meeting.
      - 2.) The new nominees for election at the Annual Meeting shall be contacted by, and shall register with the Chairperson of



the Committee on Nominations, who shall report registrations to the Registrar.

- 3.) The Mission Coordinator for Education and Interpretation shall invite Deaconesses and Home Missioners, retired missionaries and Deaconesses, who reside within the conference, and any Missionaries on leave, who are in the conference.
  - 4.) The Vice President shall invite resource persons.
  - 5.) The President shall invite special guests.
- c. Complimentary Luncheon Tickets
- 1.) The Vice President shall provide complimentary luncheon tickets to and make necessary reservations for:
    - The resident Bishop and spouse;
    - Assistant to the Bishop and spouse;
    - District Superintendents and their spouses;
    - Conference Director of Connectional Ministries & Assoc. Council Directors;
    - Conference Treasurer;
    - Conference Lay Leader;
    - President of Conference United Methodist Men;
    - Michigan Area Director of Communications or representative;
    - Retired Bishops and/or spouses residing in the conference;
    - President of the United Methodist Women Unit of the host church
    - Pastor in charge and spouse and any other host Pastor who participate in the meeting and spouse;
    - Past Presidents of the Conference organization
    - The following persons residing within the Conference:
      - Members of United Methodist Women national organization and North Central Jurisdiction Leadership Team;
      - Deaconesses and Home Missioners, active and retired;
      - Newly returned Missionaries for a three-year period following their term of service
      - Church and Community Workers residing in the Conference
      - President of Church Women United in Michigan.
  - 2.) The Vice President shall distribute complimentary luncheon tickets to the members of the Executive Committee.
  - 3.) The President shall send complimentary luncheon tickets along with her letter of welcome and general information to new nominees, and make their necessary reservations. This procedure is recommended to the Districts.
  - 4.) Documentation of reservations made for the individuals in b. and c. above shall be maintained by the Vice President and shared with the President, the Registrar and the local unit individual responsible for coordinating the meal.

3. Program

- a. The event 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 a perfected proposed ballot to the President, Vice

- President, and Communications Coordinator for inclusion in *The Conference Newsletter* and the event program.
- 2.) The Treasurer shall provide the Conference Budget for the coming year and a report of Mission Giving for the prior year.
  - 3.) The President shall provide the names of those to be honored with World Thank Offering gifts (see V. I. (1.)).
  - 4.) The Vice President shall provide the names of those to be honored with Gifts to Mission (see V.I. (2)).
  - 5.) The chairperson of the Standing Rules committee shall provide the changes being made for the coming year.
  - 6.) The final program to be distributed at the Annual Celebration shall be approved by the President before transmittal to the printer.
- b. The event program may include Recognition for Reading Program. Persons completing the Reading Program will be recognized at their District Annual meetings.
4. Expenses for the support persons are the following, unless there is an established rate for the venue
    - a. Accompanist \$50
    - b. Special Music \$75
    - c. Child Care at a rate of no lower than \$10/hour
    - d. Janitor \$100
    - e. Sound Technician \$75
    - f. Security TBD
  5. The minutes of the Annual Business Meeting of the Conference Organization shall be approved by the Executive Committee at the Executive Committee, or by a committee appointed for that purpose, at its first meeting following the Annual Meeting.
- B. Officer Training and Leadership Development (OTLD)
1. Conference Officers shall provide an annual enrichment experience for District Officers. This experience will provide information to help District Officers carry out their responsibilities and will include a counterpart update time.
  2. This event will provide information and training to help current District officers carry out their responsibilities and will also offer leadership and skills development opportunities for others recommended by their District Presidents.
  3. The President and the Vice President will prepare the schedule for Officer Training and Leadership Development with input from the Program Committee.
  4. The Vice President will be responsible for OTLD registration and nametags.
  5. District Presidents shall be responsible for encouraging attendance at this event by all District officers, both incumbent and newly elected. They shall also provide name and office information about all those attending to the Conference Vice President in a timely manner.
  6. When Officer Training and Leadership Development is held the night before the Conference Annual Celebration, a meeting of the Committee on the Michigan Conference Newsletter shall be held.
    - a. They shall review goals and address concerns related to the content and distribution policies.
    - b. In addition to the committee members, the District Presidents, Secretaries of Program Resources, and Communication Coordinators shall be invited.
  7. When Officer Training and Leadership Development is held the night before the Conference Annual Celebration, lodging for all District and Conference Mission Team members attending both events shall be funded by the Conference. If lodging arranged by the Conference is requested and subsequently not used, an individual may be charged for the cost of the room.
- C. Social Action Event
1. There may be a (Conference) Social Action event held every year in March or

- April.
2. The Conference Mission Coordinator for Social Action shall be the chairperson for a Social Action event committee, if scheduled, and approved by the Executive Committee. The president will appoint other persons to serve on the committee.
  3. A Social Action Event may be planned in collaboration with other group(s) or events, dealing with social issues, at the discretion of the Conference Mission Coordinator for Social Action and with the approval of the Executive Committee.
  4. Executive Committee members attending shall have their expenses paid.

D. Conference Workshops

1. Workshops may be planned by the Program Committee and approved by the Executive Committee.
2. The Conference may sponsor workshops at least every other year. In years following the National Seminar, the persons attending the seminar shall plan the work shops.

## V. FUNDS

A. Financial Procedures

1. The Conference Executive Committee shall establish an Administration and Membership Development Fund (A & M D Fund) for the organization from percentage of the Conference Pledge to Mission approved at the Annual Meeting. The percentage is to be determined yearly and shall include monies for Jurisdiction and District A & M D Funds.
2. The Treasurer shall be appointed resident agent of the Conference organization annually in November and shall make all required reports to the Michigan Department of Licensing and Regulatory Affairs.
3. All monies handled by the Conference Organization shall go through the Treasurer's books, except for the monies related to Mission u.
4. The commercial checking account shall be in the name of United Methodist Women, Michigan Conference.
  - a. Checks may be signed by the Conference Treasurer or Conference President.
  - b. All checks written by the Treasurer shall be vouchered.
    - 1.) All authorized expenses incurred on Conference business shall be vouchered on a timely basis.
    - 2.) Vouchers are obtained from and returned to the Conference Treasurer.
    - 3.) All vouchers shall be signed by the President and 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, in accordance with the "Agreed Upon Procedures for Conference Audits" provided by the national organization of United Methodist Women.
  - a. After the procedures have been completed, the person performing the review completes the Schedule of Cash Activities statement and submits it to the Conference Treasurer. Copies are then provided to the Conference Executive Committee and to the national organization of United Methodist Women
  - b. This procedure is recommended to the Districts, with copies sent to the Conference Treasurer and the District Executive Committee.
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 Conference Organization

1. The following expenses for the members of the Executive Committee, incurred while carrying out responsibilities for the Conference organization, shall be paid, if not otherwise provided. This procedure is recommended to the Districts.
  - 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. 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. Conference officers shall be reimbursed for expenses to attend all Conference meetings.
3. Expenses of members (other than elected leaders) appointed to Conference Committees or invited by the conference shall be paid by the Conference Organization, if not otherwise provided.
4. Expenses shall be paid by the Conference to District elected leaders, District and Conference members of the Committee on Nominations, North Central Jurisdiction Leadership Team members, and United Methodist Women national organization members when called by the Conference organization to a meeting, if not otherwise provided.
5. When District elected leaders are called to meetings held back-to-back with Conference events, the Conference shall pay for the travel and lodging.
6. The Conference organization shall provide travel expenses (mileage, meals and lodging, if needed) for the Conference President, Vice President, plus two additional Conference elected leaders, from a different district, to each District Annual Meeting per year. Each District shall provide travel expenses for any Conference elected leaders who live in their district to attend the District Annual Meeting.
7. Room, board, and travel expenses for Executive Committee members included in the attendance pattern of the Michigan Annual Conference shall be assumed by the Conference organization unless otherwise covered.
8. The Conference shall assume expenses for United Methodist Women members of the Executive Committee who are not on the Mission u committee, including members of the Committee on Nominations and all appointed members, to attend one Mission u event annually. The District Presidents shall be covered by their Districts unless they have been a member of the Mission u Committee. Then the Mission u committee will pay for them.
9. The Conference shall assume expenses for the Bishop's spouse, if there is one, to attend one Mission u event annually. It is suggested that Districts follow this pattern to include the District Superintendent spouses, if there is one. The spouses need to be invited and made aware of their expenses being covered.

C. Expenses for Jurisdiction and National Events

1. Support for Assembly, National Seminar, and North Central Jurisdiction attendance shall be determined by the Conference Executive Committee, as soon as possible, after directives for the event are received from United Methodist Women national organization or the Jurisdiction Leadership Team.

- a. Registration to National Assembly shall be paid for the Conference Executive Committee, including District Presidents and appointed positions. Remaining funds shall be divided among District Officers not to exceed cost of registration.
  - b. Full registration and travel shall be paid for the elected delegates, alternates, and Board of Directors of United Methodist Women nominees to the Jurisdiction Quadrennial Meeting. Remaining funds shall be divided equally among elected leaders.
  - c. The Conference Executive Committee may offer scholarships to District and local United Methodist Women to attend Jurisdiction and National events.
  - d. Expenses for the attendance of the Bishop's spouse, when there is one, shall be paid.
2. All expenses shall be vouchered by individual attendees to the Conference Treasurer even those funds allocated to the Districts. This does not preclude Districts from determining how they will allocate an amount allotted to them.
  3. In the event an officer is expected to attend a national event, advance funds can be requested for travel, upon approval by the Executive Committee.

D. Resources

1. The Treasurer shall reimburse the following for vouchered subscriptions to The UMW *Sampler* from the UMW Mission Resources: the President, Vice President, Secretary, Treasurer, four Mission Coordinators, Communications Coordinator, Secretary of Program Resources, members of the Committee on Nominations, Editor of *The Conference Newsletter* (if not the Communications Coordinator), and members of the national organization residing in the conference.
2. Members of the Executive Committee and the Committee on Nominations may voucher expenses for subscriptions to *response* if they do not receive it from another source.
3. The Conference organization shall provide a subscription to the *response* magazine for the Bishop's Office. It is recommended that the District organizations provide a subscription to the *response* magazine for their respective District Superintendent's offices.

E. Honoraria and Love Gifts

1. Speakers secured through United Methodist Women national organization shall be paid as stated by United Methodist Women national organization.
2. Speakers at the Conference Annual Meeting shall be paid the following: honorarium - \$100, mileage at the current rate, and lodging, as needed.
3. Speakers secured by the Conference for District Annual Meetings shall be paid by the Conference. The Conference shall provide speaker(s) for District Annual meetings every four years.
  - a. The Conference shall give a Love Gift to the District Annual meeting speaker(s), unless there is a set fee, plus travel expenses.
  - b. The Conference Program Committee shall recommend the amount of the gift to the Conference Executive Committee, for approval.
4. Speakers secured for retreats shall receive up to \$150, in addition to travel expenses. A \*retreat is assumed to include three or more leader presentations. "Retreat is a deliberate and intentional participation in a set period of time to experience a new awareness of the presence of God." (*\*Retreats: An Introductory Manual* by Mary Lou Van Buren)
5. Honoraria are not required for District or Conference elected leaders.
6. It is recommended that districts 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 districts.

F. Gifts to Mission

1. Annually, by a gift to the World Thank Offering in the amount of \$5 each, the Conference organization shall express appreciation for those persons, other than elected leaders, who have served on committees, task forces, and in special appointments.
2. Individuals and groups participating in the Conference Annual Celebration shall be honored by a Gift to Mission in the amount of \$10.00 each. These might include the guest speaker(s), host committee, host pastor(s), person installing officers, communion assistants
3. To honor service in Mission the Conference organization shall:
  - a. present a gift of \$100 to each newly commissioned Missionary going from the Michigan Conference under the United Methodist General Board of Global Ministries. U.S. 2s shall receive \$50. This gift shall be sent through regular channels when the person reaches his/her assigned field of service. A letter of explanation shall be sent to the recipient at the same time by the Mission Coordinator for Education and Interpretation.
  - b. honor conference Missionaries, Deaconesses and Home Missioners upon their retirement through a Special Mission Recognition in the amount of \$100.

G. Recognitions and Memorials

1. In consultation with the Chairperson for the Committee of Nominations, the Treasurer shall order recognitions.
2. To honor members of the Mission Team the conference organization shall express its appreciation through a Special Mission Recognition as follows:
  - a. the elected leaders who have served on the Executive Committee:
    - 1.) president and treasurer upon completing a full term — \$200
    - 2.) the treasurer upon completing an additional two years - \$200
    - 3.) all other elected leaders upon completing a full term — \$100
    - 4.) those retiring who have served more than one year but less than four years in the same office - \$60
    - 5.) those retiring who have served one year - \$40
    - 6.) 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.
    - 7.) an elected leader previously honored in this way shall be given the choice of additional recognition in the ways 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 - \$100
    - 2.) who have served four years but have not served as Chairperson - \$60
    - 3.) who have served at least one year, but less than four years - \$40;
    - 4.) who have served less than one year - a Gift to Mission - \$5.
  - c. Additional members of the Charter for Racial Justice Committee - card \$5
  - d. Out-Going District Presidents - a Gift to Mission card. \$5
  - e. Re-located Bishop and spouse — Special Mission Recognition of \$100 to each

H. District Budgets and Funds

1. All monies handled by District Organization shall go through the District

- Treasurer's books.
2. Each District organization shall submit for approval a budget for Administration and Membership Development for the ensuing year to the Chairperson of the Conference Committee on Finance by July 31.
  3. 25 per cent of each District's annual A & MD funds shall be remitted to the District Treasurers by the Conference Treasurer by the 15<sup>th</sup> of the first month of each quarter.
  4. Mission funds received from the local units to the Districts each month shall be forwarded to the Conference Treasurer by the 15<sup>th</sup> 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.
  5. The District Treasurers shall submit a copy of their bank statement plus cash journal to their 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 a 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 that District to bring its balance to \$500.
  7. All interest monies earned by the District shall be sent to the Conference Treasurer at the end of the year as Mission Giving.
  8. When the Conference Organization requests that the District Team attend a meeting, expenses will be paid by the Conference.
- I. Scholarships to Mission u — To encourage involvement in United Methodist Women the Conference Organization shall offer scholarships, including child care and/or registration fees for Kids' School to: scholarships shall be offered
1. two *first time* attending young women and/or pastors, ordained or local.
  2. two young women.
  3. two or more women of diversity
- J. Retention Funds
1. The Conference Executive Committee shall budget each year an amount in anticipation of elected and appointed Conference and/or District leadership expenses for National and Jurisdiction meetings. At the end of each year monies not used from this budget item would be placed in an investment account (which should not exceed \$10,000) to be used for expenses of the next National or Jurisdiction event.
  2. An investment account may be established in the name of United Methodist Women Michigan Conference for the purpose of funding expenses for such meetings as the Assembly, the National Seminar and the North Central Jurisdiction Quadrennial Meeting. Withdrawals shall be signed by the Treasurer or President.
- K. Other Relevant information
1. The Conference organization annually receives through The United Methodist Foundation a bequest of money from the Kathleen Bright Memorial Fund to be used for Mission Education. It may be used for scholarships for Mission u or other mission related events.
  2. The Conference organization may withdraw funds from the Willworth Trust or any other accounts in the United Methodist Foundation of Michigan up to the limit of the earnings.
  3. The Conference organization is committed to maintaining a significant relationship with the United Methodist Community House in Grand Rapids, a National Mission Institution of United Methodist Women, by:

- a. encouraging United Methodist Women and the United Methodist Church to provide ongoing financial support specifically to support the programming;
- b. having a presence on the Board of Directors that would include a Conference UMW National Director as liaison. The Conference President and the District 4 President, or designee(s), would hold seats on the board.
4. The Conference organization, in keeping with the recommendation of United Methodist Women national organization, may support Church Women United, as recommended by the Committee on Finance, by
  - a. giving, upon a vouchered request, up to \$200 financial support in a given year to a Michigan Conference member of United Methodist Women who is State President of Church Women United. The Conference Treasurer shall send a letter of explanation and a few vouchers.
  - b. promoting participation in programs throughout the Conference sponsored by Church Women United.
  - c. considering as a budget item a contribution to the state organization in accordance with other denominational patterns of support within the state.
  - d. recommending that districts encourage local units in their districts to consider supporting local units of Church Women United and their programs.
5. The Conference organization may support the World Federation of Methodist and Uniting Church Women, as recommended by the Committee on Finance, by
  - a. giving financial support to women in the Conference who are placed in positions of leadership with the state organization of the World Federation of Methodist and Uniting Church Women.
  - b. promoting participation in programs throughout the Conference sponsored by the World Federation of Methodist and Uniting Church Women.
6. When a Conference Officer is expected to represent the United Methodist Women at a national meeting, her expenses shall be paid from conference funds, unless they are allowed by the agency that is meeting.
7. The conference budget shall include a line item amount for unanticipated conference expenses.
8. Un-budgeted program opportunities —
  - a. The President shall appoint a Subcommittee of five women from the Committee on Finance, chaired by the Treasurer, to receive all requests for un-budgeted program opportunities.
  - b. The requests must be presented to the Subcommittee at least two weeks before the Executive Committee meeting at which the request is to be heard.
  - c. Failure to do this shall result in postponement of the hearing of the request.
9. The list of officers of United Methodist Women and/or participants at United Methodist Women events shall not be used by, given to, or sold to outside groups, unless approved by the Conference Executive Committee.

## **VI. MINUTES AND RECORDS**

### **A. Secretary's Records**

1. The conference Secretary shall keep minutes for four years in her possession. Older minutes shall be stored permanently at the Archives of the Conference.
2. The secretary shall send a copy of the minutes of the Executive Committee meeting to members of the committee, the Bishop, the Cabinet representative, staff representative, and North Central Jurisdiction President.



3. The Michigan Conference Directory Committee shall annually edit, publish and mail or electronically distribute the Directory by March 1.

B. Treasurer's Records

1. All vouchers, bank statements, treasurer's and auditor's reports for the current year and seven (7) previous years shall be kept by the treasurer. All others shall be destroyed
2. The ledgers 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. Conference elected leaders shall submit to the Conference President a draft of any written or electronic communication of general information for approval before sending it to respective District elected leaders or to Local elected leaders.
2. When Conference leaders send correspondence to District counterpart(s), a copy shall be sent to the District President(s).
3. 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.
4. Names of Local elected leaders shall be sent to the District Secretaries within one week after election, recommending that elections be held by October 31 of each year.
5. Within one week following the District Annual Meeting, the District President shall send a copy of the District elected ballot to the
  - a. Conference President, Secretary, Chairperson of Committee on Nominations, and Communications Coordinator.
  - b. Editor/Business Manager of *The Conference Newsletter*
  - c. Webmaster
  - d. other District presidents
6. By November 15, the Chairperson of the Conference Committee on Nominations shall send to each incoming Conference elected leader the names, postal addresses, email addresses and phone numbers of her respective District leaders.
7. By December 15, the District Presidents shall send the names, postal addresses, email addresses and phone numbers of appointees to District Executive Committees, to the Conference President, Secretary, Communications Coordinator, Editor/Business Manager of *The Conference Newsletter*, 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 may be destroyed.
2. Permanent Files and Historical Records
  - a. The permanent records and files shall be kept at the Archives. The Historical Records of the Conference shall consist of:
    - 1.) The minutes of all meetings recorded by the Conference Secretary
    - 2.) The Conference Treasurer's Annual Audit Report
    - 3.) A copy of the Conference Directory
    - 4.) A copy of each issue of the *Conference Newsletter* and printed copies of the Annual Meeting Program

- b. The Secretary shall be responsible for seeing that records are stored at the Archives.

**VII. COURTESIES** (needs evaluation for amounts)

- A. When there is a wife of a Bishop, she shall be invited to serve as Honorary President of the Conference organization of United Methodist Women with committee privileges. The invitation shall be extended annually by the President. It is recommended that Districts follow this pattern when there is a wife of the District Superintendent.
- B. Upon organization of a new local unit of United Methodist Women of the Michigan Conference, a handbook, and the New Welcoming Kit will be provided at Conference expense. The president of a new or reactivated unit shall be a guest at the NEXT Conference Annual Meeting with meal and registration paid.
- C. The Treasurer shall:
  1. purchase appropriate Gift to Mission cards or Gift in Memory cards in the amount of \$10 each to be sent when such remembrances, i.e. death of a past conference officer, are authorized by the Administrative Committee.
  2. send a Gift in Memory of \$60 to United Methodist Women, national organization upon the death of any member of the current Conference Executive Committee or Past President. If a member of the immediate family (spouse/children) of a conference officer dies, a \$10 Gift in Memory shall be given.
  3. send a Gift In Memory of \$100 to United Methodist Women, national organization upon the death of Conference Commissioned Missionaries, Deaconesses (active or retired), Home Missioners and Church and Community Workers. Current short-term missionaries shall be similarly remembered.

**VIII. RESOURCES**

- A. Literature sold at all conference meetings shall be obtained from or promoted by UMW Mission Resources. Exceptions must be approved by the Executive Committee or the Administrative Committee. No publications except United Methodist Women publications shall be offered for sale at conference events.
- B. OTHER Materials distributed at conference events shall be approved by the committee planning the event. (Example: Social Action Day).

**IX. EQUIPMENT AND PROPERTY OWNED**

- A. Archival Documents and Literature
  1. At least once during the tenure of office of each Conference President, a committee appointed by the President, (in consultation with the Historian/Custodian), shall evaluate the Conference properties held by the Historian/Custodian and make recommendations concerning them.
  2. The Historian/Custodian's annual report shall be the inventory of the Conference organization property including that held by all Conference elected leaders.
- B. Hard Equipment – There is a file cabinet permanently located at the former Salem United Methodist Church.
  1. The secretary will keep a list of equipment and property owned by the Conference. This list will be updated annually.

**X. DISTINCTIVE LEGAL REQUIREMENTS**

- A. The Executive Committee shall have full power and authority:
  1. to conduct the affairs of the Conference organization in the ordinary course of business, including the employment, management of properties under the jurisdiction of the Conference organization, planning of the denominational and

- interdenominational work which is supported financially by the Conference organization;
  - 2. to authorize the investment of funds in other than real property;
  - 3. to transact all business required by the organization, except as specifically delegated to the Board of Trustees, and further to execute any documents necessary to carry out these powers.
- B. Board of Trustees
- 1. There shall be a Board of Trustees in order to comply with State of Michigan laws for incorporated bodies. The membership of the Board of Trustees shall be the same as the executive committee.
  - 2. The Board of Trustees shall meet at least once a year.
  - 3. Special meetings of the Board of Trustees may be called by the President upon request of the Executive Committee.
  - 4. All meetings shall be held within the boundaries of the Conference.

## XI. PROVISIONS FOR CHANGES IN STANDING RULES

- A. The Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of United Methodist Women as found in the *Handbook 2017-2020 of United Methodist Women*. The Standing Rules are designed to insure continuity of procedures.
- B. Conference Standing Rules shall be reviewed and perfected annually by the Standing Rules committee, by the Executive Committee at their spring meeting, adopted at the Conference Annual Business Meeting, and published each year in the *Directory*.
- C. Any proposed amendments shall be presented in writing to the President of the conference organization by March 15, for review by the Standing Rules Committee. Notice of the proposed amendments shall be forwarded in writing to the members of the Executive Committee at least two weeks before the spring Executive Committee meeting.
- D. As long as they are in harmony with United Methodist Women, national organization material, the recommended changes shall be mentioned in *The Conference Newsletter*. All changes and the edited document will be available for review on the website and presented for approval at the Annual Business Meeting.
- E. The Standing Rules may be amended by a 2/3 vote of the voting members at the Conference Annual Business Meeting.