

# Northern Waters District United Methodist Women Standing Rules

Approved September 15, 2018 / Effective date January 1, 2019

The Northern Waters District United Methodist Women operates in accordance to the Constitution and Bylaws of the United Methodist Women, Inc. and the Michigan Conference UMW Standing Rules, and the following supplementary District Standing Rules.

## I. Leadership Team

- A. Elected officers, with voice and vote, shall consist of President, Secretary, Treasurer and Chairperson of the Committee on Nominations.
- B. Appointed officers, with voice and vote, shall include:
  1. Mission Coordinators
    - a. Education and Interpretation (E&I)
    - b. Membership, Nurture and Outreach (MN&O)
    - c. Social Action
    - d. Spiritual Growth
  2. Secretary of Program Resources
  3. Communications Chairperson
  4. Committee on Nominations members
  5. Vice President
- C. Elected officers shall be elected for a one-year term at the Annual Business Meeting, installed at the Annual Celebration, and shall assume office the following January 1st.
- D. Appointed officers shall be appointed for a one-year term, installed at the Annual Celebration and shall assume office the following January 1st.
- E. A partial term of six (6) months or more of service as an elected/appointed officer shall be counted as a full year when calculating tenure.
- F. As ex-officio members on the Leadership Team, all Conference and Jurisdictional Officers residing in the District shall have voice and vote. Members of the Conference Committee on Nominations residing in the District shall have voice and no vote.
- G. The Leadership Team shall meet at least four (4) times per year and participation shall be acceptable whether in person, on phone, in e-mail, or by any other electronic means.
  1. A quorum shall consist of the voting elected/appointed officers and members of the Leadership Team participating at each meeting.
  2. A motion shall pass, or a report shall be approved, by a simple majority vote of the voting elected/appointed officers and members participating.
- H. Within two weeks after each meeting, the Secretary shall send the minutes to the presiding officer and the President for corrections and approval. Approved minutes shall be sent to all elected/appointed officers and members within one week of said approval.
- I. When there is a wife of the District Superintendent, she shall be invited, by the Chairperson of the Committee on Nominations, to serve as Honorary President of the District with voice and no vote (based on Michigan Conference UMW Standing Rules).
- J. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern all deliberations of the District in all cases to which they are applicable, and in which they are consistent with these Standing Rules.
- K. All record books, papers, and any other property belonging to the District shall be delivered to the successor, within one month of termination of office.

## II. Committees

### A. Administrative Committee

1. There shall be an Administrative Committee consisting of the President, Secretary, Treasurer, and Chairperson of the Committee on Nominations.
2. The Administrative Committee shall meet on call of the President to transact only emergency business between regular meetings of the Leadership Team.
  - a. It shall not change policy nor incur indebtedness.
  - b. Meeting participation, including voting, shall be acceptable whether in person, on phone, in e-mail, or by any other electronic means.
  - c. Voting items shall pass with a simple majority of those participating.

### B. Committee on Finance

1. There shall be a Committee on Finance composed of the Treasurer, as Chairperson, along with all elected/appointed officers and members of the Leadership Team.
2. The Committee shall meet at least once per year.
3. District Budget for Administration and Membership Development (A & MD)
  - a. The budget preparation and pledge recommendations shall be completed before the spring meeting of the Leadership Team.
  - b. The proposed budget and pledge recommendations shall be presented for approval at the spring meeting of the Leadership Team.
  - c. The proposed budget and pledge recommendations shall be presented at the summer Conference Finance Meeting.
  - d. The proposed budget and pledge recommendations shall be submitted by the Treasurer to be published in the District Newsletter at least 30 days before the Business Meeting of the Annual Celebration.
  - e. The Treasurer shall present the budget for adoption at the Business Meeting of the Annual Celebration.
4. Conference Finance Meetings district attendance is by invitation from the Conference and pays expenses of those attending. Per their Standing Rules, the following persons shall be invited:
  - a. The summer meeting may be attended by the Treasurer and the President.
  - b. The winter meeting may be attended by the Treasurer and the Mission Coordinator for Education & Interpretation.
  - c. The President shall serve as an alternate as needed.

### C. Committee on Membership, Nurture and Outreach (MN&O)

1. There shall be a Committee on Membership, Nurture and Outreach, also known as Committee on Membership, composed of the Mission Coordinator for Membership, Nurture and Outreach, as Chairperson, along with all elected/appointed officers and members of the Leadership Team.
2. The Committee shall meet at least once annually.
3. The Committee shall appoint a Unit Friend for each local unit from the Leadership Team.
4. The Chairperson shall keep attendance records at all District events.

### D. Committee on Rulings

1. The Leadership Team shall function as the Committee on Rulings.
2. The Committee shall meet annually to determine which actions of the Leadership Team are of a permanent nature and should be added to the District Standing Rules.

### E. Committee on Program

1. The Leadership Team shall function as the Committee on Program.
2. The Committee is responsible for planning, scheduling, and implementing all District events and evaluating the effectiveness of all District events.

#### F. Committee on Nominations

1. The Committee shall consist of the elected Chairperson and four appointed members. The Chairperson shall have served on the Committee for one year or have been a District elected/appointed officer for at least one year. The chairperson is elected for a two (2) year term.
2. The Chairperson and members of the Committee on Nominations are charged with the nominations of all elected/appointed officers.
3. The Committee shall have a rotating membership divided into two classes. Members of a new class shall be appointed annually to replace the class rotating off.
4. The Committee shall keep accurate and updated records of term and tenure of elected/appointed officers and this information shall be available at all meetings.
5. The Committee shall keep a continuing talent bank of persons of interest as nominees.
  - a. Those who personally volunteer.
  - b. Those suggested by others or by the Committee.
6. The Committee shall keep a list of specific job duties for each elected/appointed office.
7. The Committee shall provide each potential nominee with a list of her specific job duties, copy of the current District Directory, and any other unpublished dates of events/meetings for the coming year.
8. The Committee shall obtain a signed letter of acceptance from each nominee.
9. The Committee shall evaluate each elected/appointed officer's fulfillment of her duties before asking her to serve another year.
10. The slate of nominees shall be prepared by the Committee on Nominations. It shall be presented to the local units, through the District Newsletter, at least 30 days prior to the Annual Celebration and Business Meeting.
11. A slate of nominees, excluding the appointed positions, shall be presented for election at the Business Meeting of the Annual Celebration.

#### G. Committee on Communications

1. There shall be a Committee on Communications composed of the Communications Coordinator, as Chairperson, along with all elected/appointed officers and members of the Leadership Team.
2. The Committee shall meet at least annually and shall communicate as often as necessary.
3. The Committee shall be responsible for overseeing the following:
  - a. The Communications Coordinator shall maintain social media (Facebook, Instagram, etc.) and update the UMW portion of the webpage of the Northern Waters District of the United Methodist Church.
  - b. The Communications Coordinator shall annually compile and distribute a District Directory, listing elected/appointed officers for each local unit, Northern Waters District UMW Leadership Team and Michigan Conference UMW officers.
  - c. The Communications Coordinator shall create and distribute the District Newsletter, *Waves of Love*, via the District Facebook page, email, and hard copy.
    - i. The District Newsletter shall be sent in March, June, September and December, or as needed.
    - ii. Its purpose shall be to aid local units in their understanding of the work of UMW and to provide information concerning upcoming District and Conference events.

iii. A special Newsletter shall be published at least 30 days **before** the Annual Celebration and will include:

1. Annual Celebration flyer and registration
2. Slate of District Nominees for the ensuing year
3. Proposed District Budget for Administration and Membership Development for the ensuing year
4. Proposed changes to the District Standing Rules

### III. Finance

#### A. General

1. All checks shall be made payable to Northern Waters District United Methodist Women.
2. The Treasurer or the President may sign checks.
3. All monies handled by the District shall go through the Treasurer's books. In the case of program materials, a request shall go with all orders to send duplicate invoices and bills to the Treasurer.
4. The current *Handbook of United Methodist Women* shall be provided for each elected/appointed officer.
5. The Treasurer shall order an *Annual Sampler* from the UMW Mission Resource Center for each elected/appointed officer, as needed. The Treasurer will communicate with each officer as to what is included in the *Annual Sampler* and when those items will be received so the officer does not make duplicate purchases. If an officer does not need all of the contents of the *Annual Sampler* or needs the third study book not included, then the Treasurer shall order the individual items for her, if it will be more cost effective. Individual items may be reimbursed by voucher should the Leadership Team member purchase them herself, instead.
6. An audit of the previous year's financial records shall be performed annually (based on Michigan Conference UMW Standing Rules).
7. All information sent by Conference officers to the Leadership Team for channeling to the local units shall be sent to them at District expense (based on Michigan Conference UMW Standing Rules).
8. A subscription to the *Response* magazine for the District Superintendent's office shall be provided by the District, as needed (based on Michigan Conference UMW Standing Rules).
9. If an elected/appointed officer does not attend an event for which she is registered, she will have to reimburse the District for any debt incurred by the District, except in the event of illness or family emergency.

#### B. Vouchers

1. Expense Vouchers are paid from District Administrative and Membership Development funds (A & MD). Vouchers shall be filled out and returned to the Treasurer the day of the meeting/event, if possible. The Secretary and President shall sign the vouchers. Vouchers may be routed to the Treasurer between meetings and paid after confirmation with the President.
2. Vouchers with attached receipts shall be payable to all elected/appointed officers and incoming elected/appointed officers for the following:
  - a. Registration fee for all District events and Conference Annual Celebration.
  - b. Mileage at a rate of 32 cents per mile, payable to the driver. Rides should be shared, if possible.
  - c. Meal allowances up to \$20.00 per day while on Leadership Team business.

- d. The actual expense for necessary and reasonable overnight accommodations based on double occupancy. Additional costs for other arrangements selected shall be at one's own expense.
- e. Other necessary expenses incurred while carrying out responsibilities for the District such as postage, printing, mileage, etc.
- f. Mileage for any Conference or Jurisdictional Officer, who lives in the District, attending any District event/meeting (based on Michigan Conference UMW Standing Rules).
- g. Mileage for any National UMW, Inc. Officer or staff member invited to attend any District event/meeting, unless already covered.

### C. Programs

#### 1. Mission u Events

- a. Each appointed/elected officer is encouraged to attend at least one Mission u event annually.
- b. Vouchers shall be paid for total expenses of elected/appointed officers for attending only one Mission u event annually and may include such items as lodging, meals, registration fee, mileage and the cost of her necessary mission study books, unless already provided through the *Annual Sampler*.
- c. When there is a wife of the District Superintendent, her total expenses shall be paid for by the District annually, for attending only one Mission u event and may include such items as lodging, meals, registration fee, mileage and the cost of her necessary mission study books (based on Michigan Conference UMW Standing Rules).

#### 2. District Programs/Events

- a. Speaker honorarium for each event is \$50 and the honorarium for the Spiritual Growth Spring Retreat leader/speaker is \$75.
- b. All speakers may receive reimbursement for materials, mileage and registration fees.
- c. An honorarium and mileage to active or retired Missionaries, Deaconesses and Home Missioners shall be paid when they are invited to speak (based on Michigan Conference UMW Standing Rules). This shall not apply to Missionaries, Deaconesses or Home Missioners itinerating throughout the District. It is recommended local units also follow this protocol.
- d. Additional fees at events for especially skilled persons may be paid, such as custodial, IT person, childcare, accompanist, soloist, spiritual growth retreat song leader, etc.
- e. Exceptions may be approved by the Leadership Team.
- f. When the District pays for the childcare at events, there will be a minimum of two (2) caregivers each paid at a rate of \$10 per hour minimum. All caregivers are to be certified/safety trained to work with children and vulnerable adults.
- g. When the host unit/church is providing the childcare at events, their church policies will be followed.
- h. Offerings taken at District events shall be designated for a specific UMW mission(s) purpose beforehand by the Leadership Team.
- i. A Thank You Gift to Mission card in the amount of \$5 minimum shall be given to a unit hosting any District event.
- j. A Congratulations Gift to Mission card in the amount of \$5 minimum shall be given to each local unit who completes the 5 Channels of Mission Giving.
- k. The meal cost plus a minimum of \$1.50 to help defray District expenses of said function will equal the registration fee for any District event/Annual Celebration.

1. Literature sold or distributed at all District events/meetings shall be United Methodist Women publications and/or obtained from or promoted by UMW Mission Resources. Exceptions, such as the sale of books authored by an event speaker, must be approved by the Leadership Team. Other materials distributed at District events shall be approved by the committee planning the event.

3. Local Units

a. Local units providing a meal for the Leadership Team or for District events may be reimbursed up to \$8.00 for each meal served.

b. When a District officer is invited to speak or be a part of the program, the local unit shall pay mileage, at a rate of 32 cents per mile, to the District officer. If the local unit does not, the District officer may voucher mileage from the District.

4. Church Women United

a. The Vice President, or their designee, shall be the representative to one Church Women United meeting annually, within Northern Waters District, with her mileage covered by the District.

b. The District shall promote participation in their programs.

c. The District shall provide information to encourage local UMW units to consider supporting Church Women United local units and their programs.

D. Scholarships

1. All District scholarships will be restricted to only UMW members in the Northern Waters District.

2. There is a limit of six \$25 new attendee scholarships for the Retreat.

E. Gifts in Honor and Memory

1. Gifts in Honor

a. The Leadership Team shall express its appreciation and give recognitions to its elected/appointed officers for those who have completed the following service, regardless of whether they are leaving the Leadership Team or continuing in service:

- i. Treasurer who serves 6-year term...\$60 Special Mission Recognition
- ii. President who serves 4-year term... \$60 Special Mission Recognition
- iii. All other elected/appointed officers who have completed a full four-year term shall Receive...\$40 Special Mission Recognition
- iv. The Chairperson of the Committee on Nominations upon completing her two-year term shall receive...\$40 Special Mission Recognition
- v. Elected/appointed officers leaving office after serving a minimum of one year and less than a four-year term except President... \$10 Gift in Mission Card
- vi. President leaving after three years of four-year term...\$20 Gift in Mission Card
- vii. President leaving after two years of four-year term...\$15 Gift in Mission Card

b. The Chairperson of the Committee on Nominations shall report to the Treasurer the names of the elected/appointed officers to receive the recognition at least six weeks in advance of the Annual Celebration to ensure the ordering of said gift.

c. If an elected/appointed officer has been previously honored, she shall be given the choice of a different recognition in the ways indicated or a Gift to Mission of a comparable sum.

d. Other Gifts in Honor may be determined by the Leadership Team.

2. Gifts in Memory

- a. A \$40 Gift in Memory shall be given when an elected/appointed officer dies while holding office.
- b. Other Gifts in Memory may be determined by the Leadership Team.

#### **IV. Annual Celebration/Business Meeting**

##### **A. Annual Celebration**

- 1. Elected/appointed officers and members shall make reservations through the Registrar.
- 2. All elected/appointed officers and ex-officio members shall be installed during the Annual Celebration.

##### **B. Business Meeting**

- 1. A quorum shall consist of those Northern Waters District UMW members present at the meeting.
- 2. A motion shall pass, or a report shall be approved by a simple majority voice vote of the Northern Waters District UMW members present.
- 3. Minutes of the Business Meeting
  - a. Within one week after the Business Meeting, the Secretary shall send the minutes to the presiding officer and the President for corrections and approval.
  - b. After approval, the Secretary shall send the corrected minutes to the Leadership Team.
  - c. The Leadership Team will approve the minutes at their next meeting following the Annual Celebration.
  - d. Formal approval of the minutes will take place at the next year's Business Meeting.
- 4. Nominations from the floor shall be requested and accepted, if the following restrictions are followed.
  - a. The President is notified of the nomination at least 24 hours prior to the Business Meeting of the Annual Celebration.
  - b. The nominee meets the requirements as listed in the current *Handbook of United Methodist Women*.
  - c. The nominee has given consent for the nomination.
  - d. The nominee is present at the Business Meeting, if possible.
- 5. Appointed officers are NOT included in the election.

#### **V. Privacy**

- A. Contact information of all elected/appointed officers and members of the District and local units shall not be given or sold to outside groups for commercial purposes.
- B. Contact information of all elected/appointed officers and members of the District and local units shall be used only for communication about the program of United Methodist Women.

#### **VI. Historical Records**

##### **A. The Secretary shall retain:**

- 1. The minutes of all meetings recorded by the Secretary for five (5) years.
- 2. A copy of the District Directory in perpetuity.
- 3. A copy of the District Newsletter for five (5) years.
- 4. A copy of the printed event programs in perpetuity.
- 5. A copy of the program for the Annual Celebration and Business Meeting in perpetuity.

##### **B. The Treasurer shall retain:**

- 1. Financial records for the length of time determined by Conference.
- 2. Annual audit report in perpetuity.

#### **VII. 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 current *Handbook of United Methodist Women*. The Standing Rules are designed to insure continuity of procedures.
- B. The Standing Rules shall be reviewed annually by a committee designated by the Rules Committee.
- C. Notice of any proposed amendments shall be forwarded in writing to the Leadership Team at least two weeks before their spring meeting.
- D. The Leadership Team shall vote on the changes accordingly.
- E. The recommended changes shall be published in The District Newsletter at least 30 days prior to the District Annual Business Meeting.
- F. All changes and the edited document shall be available for review and presented for approval at the District Annual Business Meeting.
- G. The Standing Rules may be amended by a 2/3 vote of the voting members present at the District Annual Business Meeting.
- H. The current Standing Rules shall be published in the District Directory.