

2016

**STANDING RULES OF THE DETROIT CONFERENCE
UNITED METHODIST WOMEN**

PREFACE

The United Methodist Women of Detroit 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 Detroit Conference United Methodist Women shall coincide with the Detroit Annual Conference boundaries.
- B.** The voting body of the Detroit 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 their first meeting.
- D.** A printed report from the Committee on Nominations listing nominations for the next year shall be presented no later than the May 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 Detroit 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 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. 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 approval has been given by the President or the Executive Committee.
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 Detroit 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.
2. In addition, the immediate Past President, the Chairperson of the Committee on Standing Rules, Historian/Custodian, Editor/s and Business Manager of *The Detroit Conference News*, appointed by the President, shall be members of the Executive Committee with voice and vote.
3. Additional members shall include members of the United Methodist Women national organization, and the North Central Jurisdiction Leadership Team residing within the Conference, the Bishop of the Area and/or the representative, the Dean of the Conference Mission u, and such other persons as the Conference organization of United Methodist Women may determine.
4. Districts should make the persons listed in #2 and #3, residing within their districts, members of their District Executive committee with voice and vote. (Ref. United Methodist Women Handbook 2013-2016, p. 116, District Constitution, Committees, Section 1,a.) Districts shall assume their expenses for District meetings and the conference shall assume their expenses for Conference meetings.
5. A quorum for conducting business of the Committee shall be a majority of the total of the 11 elected Conference officers and the 6 District presidents or their alternates (17), for a minimum of nine.
6. 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.
7. The minutes of the Executive Committee and the annual celebration shall be approved by the Executive Committee.
8. All members of the Conference Executive Committee shall be ex-officio members of their District Executive Committees.

C. Administrative Committee

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.

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 shall meet at least four times a year and as needed.
3. The Committee shall set the dates of the various conference meetings, subject to the approval of the Conference Executive Committee.
4. 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.
5. By January 15, the District Vice Presidents shall send the same information for all district meetings to the Conference Vice President.
6. 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. 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.
3. Budget preparation and pledge recommendations shall be done by August of each year.
4. 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 between seven and nine women, preferably at least one from each district.
2. The Chairperson 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.
3. Members of the Conference Committee on Nominations may attend the Conference Executive Committee meetings with voice but no vote.
4. The Chairperson 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.

5. 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 not vote. Districts shall assume their expenses for District meetings and the Conference shall assume their expenses for Conference meetings.
6. The Chairperson shall keep current talent bank information, which may be secured at Conference and District meetings and events or obtained from Local Units.
7. All members of the Committee will contact potential nominees to determine interest in nomination.
8. The Committee shall keep current guidelines of officer responsibilities on file.
9. The Chairperson shall keep accurate and updated records of term and tenure of elected and appointed leaders and report this record annually in May to the Executive Committee.

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. Adopted goals shall be published 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 procedures.
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 (7) 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, 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 shall meet at least twice annually.

K. Committee on Mission u

1. 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 Nominating Committee. Others may be named by the Committee on Mission u.
2. 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.
3. The committee will have its own standing rules and procedures.
4. The committee will have its own budget and bank account.

L. Committee on Communications

1. There shall be a Committee on Communications composed of the Communications Coordinator as Chairperson, President, Vice President, Secretary, Editor/s of the Detroit Conference News, and Webmaster.
2. The Committee shall be responsible for the publication of The Detroit Conference News and the maintenance of the website.
3. The Committee shall be responsible for an official electronic communication periodically distributed as broadly as possible.

4. The Committee shall meet at least annually and shall communicate as often as necessary.

M. *The Detroit Conference News*

1. There shall be *The Detroit Conference News* Committee 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. All expenses of the Committee shall be paid by the Conference organization.
 - b. 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 Detroit Conference News* Committee shall make recommendations on matters of policy. The final authority for policies shall rest with the Executive Committee.
3. *The Detroit Conference News* 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. Publication of *The Detroit Conference News* shall continue until such time as the Executive Committee shall vote to terminate it. There shall be three issues each year (winter, spring, and fall).
5. Subscription prices shall be subject to the approval of the Executive Committee. Subscriptions will start with the next issue after receipt of payment.
6. Every four years, the Editor/s shall be responsible for the binding of a set of *The Detroit Conference News* to be kept on file by the Historian/Custodian.
7. Anything to be inserted in *The Detroit Conference News* by staple, glue, or tape shall first have the approval of the Executive Committee. The group inserting the material shall be responsible for supplying the material and the personnel to complete the job.
8. Complimentary subscriptions shall be sent to members of the Conference Executive Committee; members of the District Executive Committees; Local Unit Presidents; Past Conference Presidents; Deaconesses, Home Missioners, Church and Community Workers and Missionaries from the Detroit Conference; the President of the North Central Jurisdiction Leadership Team and all Conference Presidents and Communications Coordinators in the North Central Jurisdiction; President, General Secretary, and Executive Secretary for Leadership Education of United Methodist Women national organization; all churches within the Detroit Conference, designated attention: Pastor/s; the Bishop of the area; Assistant to the Bishop; the six District Superintendents; the Annual Conference Director of Connectional Ministries, Associate Council Directors and Conference Treasurer; Conference Lay Leader and President of United Methodist Men; and President of Church Women United of Michigan. The list of churches shall be updated by the Business Manager after Annual Conference each year. The Conference Secretary shall update the list each year before the winter issue goes to press.
9. 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.
10. Conference elected leaders and District Presidents are responsible for preparing articles as directed by the Editor/s.
11. Other Conference or District organizations wishing to submit material for publication in *The Detroit Conference News* shall request permission from the Executive Committee. If approval is granted, the Editor/s shall forward guidelines for writing the article to that organization.
12. All contributors shall prepare copies of their material: one for the/each Editor/s, one for the Conference President for her approval, and one for the writer's file. These copies shall be mailed simultaneously. No article will be included without approval of the content by the Conference President.

13. No advertising shall be accepted by *The Detroit Conference News*.
14. Promotion of *The Detroit Conference News* shall be the responsibility of the Conference and District Secretaries of Program Resources, Editor/s, the Conference and District Communication Coordinators, and the Business Manager.
15. The Editor/s shall
 - a. notify all contributors of deadline dates at least one month before the copy is due and furnish the Conference President with a list of contributors for that issue.
 - b. supply all contributors with printed guideline procedures to assist them in writing their articles.
 - c. receive and prepare copy for printing with the privilege of editing.
 - d. keep on file all original copy pertaining to the current issue.
 - e. keep one copy of each issue to be bound every four years.
 - f. call a meeting of *The Detroit Conference News* Committee at least once a year and notify members of the meeting.
 - g. be voting member/s of the Conference Executive Committee.
16. The Business Manager shall
 - a. annually renew the bulk mailing permit
 - b. keep an adequate number of subscription forms to be supplied to the Conference and District Secretaries of Program Resources.
 - c. maintain a checking account in the name of *The Detroit Conference News*, Detroit Conference organization of United Methodist Women. Either the Business Manager or the Conference Treasurer may sign the checks.
 - d. receive all subscription orders. The money received shall be deposited in *The Detroit Conference News* checking account.
 - e. maintain a sufficient checking account balance from which to pay the expenses of mailings and supplies. All other disbursements shall be paid by the Conference Treasurer.
 - f. furnish a financial and subscription report after each issue to the Conference President, Treasurer, Editor/s, and retain one for her file.
 - g. maintain an up-to-date list for mailings including both complimentary and paid subscriptions.
 - h. keep two copies of each issue on file until a set has been permanently bound.
 - i. keep at least six copies of each issue of the previous year to be given to newly elected conference leaders at the November Executive Committee meeting.
 - j. prepare and mail issues within ten days after receiving them from the printer.
 - k. mail issues airmail to Detroit Conference overseas Missionaries.
 - l. send subscription-expired postcards.
 - m. begin all new subscriptions with the next issue after receipt of payment.
 - n. be a voting member and make an annual report to the Executive Committee.

N. Committee on the Annual Reports and Directory

1. There shall be a Committee on *Directory* composed of the President or an individual designated by the President to serve as Chairperson, the Treasurer, the Communications Coordinator, and the Business Manager of *The Detroit Conference News*. All required reports are due to the *Directory* Chairperson by January 15, preferably sent electronically. The committee shall annually edit, publish, and mail or electronically distribute the *Directory* by February 15.
2. The *Directory* Chairperson may be an elected Conference officer or an individual appointed by the President to this position. If appointed, she may be designated a voting member of the Executive Committee expected to participate fully in the activities of that Committee or an individual named as a member of the Leadership Team who agrees to perform only the work assigned to her as *Directory* Chairperson in return for reimbursement of all out-of-pocket expenses incurred in performing it.
3. The first section of the annual Reports and Directory shall include the information about the explanation of the Michigan Area of the United Methodist Church, the Emblem, the

Purpose, Membership, a statement about the use of the book, Special Addresses, the President's Annual Report, and the Program Goals. The Conference section of the directory shall include the Calendar, the Leadership Team with Appointed Members and Representatives, Committees, the Pledge and Budget, Pledges and Budgets of the Districts, Conference Special Mission Recognitions given, and the Standing Rules. The Districts section shall include the Leadership Teams, Calendars, Five Star Units and Persons, Special Recognitions given, and Reports of Membership and Giving. The back section shall include Missionaries Serving within and Beyond Detroit Conference, Retired Missionaries and Deaconesses, Past Presidents, the Appendix including Keys to position designations and the Contact Information of all persons related to the United Methodist Women Detroit Conference, and the map and explanation of the North Central Jurisdiction.

4. The conference president shall be responsible for furnishing a compilation of the year's work for printing in the *Directory* by January 15. She shall also send a list of the Conference Mission Team, the Conference Committees and the current Conference Goals.
5. The District Presidents shall send to the *Directory* Chairperson the lists of the District Mission Team, the District Calendar including the Conference Events, the Five Star Units and Persons.
6. Each District Treasurer shall furnish the original copy of her report of Unit Membership and Giving to the Conference Treasurer by December 15.
7. The Conference Treasurer shall keep a copy of the compiled district reports for her files and send copies to the Conference President and the *Directory* Chairperson.
8. The Conference Treasurer shall send to the *Directory* Chairperson a report of the Conference and District Budgets and Pledges for the coming year.
9. The Chairperson of the Committee on Standing Rules shall send a perfected copy of the Standing Rules to the *Directory* Chairperson.
10. The *Directory* Chairperson shall maintain databases of addresses, phone numbers including cellphones as provided and email addresses of persons related to the Conference United Methodist Women for the purpose of creating the Contact Lists at the back of the *Directory* and the labels for the mailing. It shall include the members of Conference and District Executive Committees including members of their Committees on Nominations; Past Presidents of the Conference organization of United Methodist Women and its predecessor organizations; members of the Detroit Conference Mission u Committee; Church and Community Workers; active and retired Missionaries, Deaconesses, Home Missioners and Church and Community Workers of the Conference as listed in this Directory and residing within the United States; the Bishop of the area, Assistant to the Bishop, and the six District Superintendents; Annual Conference Director of Connectional Ministries, Associate Council Directors, Conference Treasurer, Conference Lay Leader and the Conference President of United Methodist Men.
11. The *Directory* Chairperson shall direct the Business Manager of *The Detroit Conference News* to send a copy of the *Directory* to all of the above plus Presidents of Local Units; President, General Secretary and Executive Secretary for Leadership Development of United Methodist Women national organization; North Central Jurisdiction Leadership Team and Committee on Nominations members; and Conference Presidents within the North Central Jurisdiction. The Business Manager will be responsible for maintaining these databases and creating labels.
12. All Conference United Methodist Women bulk mailings over 200 pieces shall use the bulk mailing permit held by *The Detroit Conference News* Business Manager.

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 eleven (11) Conference elected leaders are to attend the Detroit Conference Mission events. The Conference and District Presidents are to attend the annual session of the Detroit 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 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 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.
2. Detroit Annual Conference agency assignments for officers of the Conference United Methodist Women:
 Board of Global Ministries - Mission Coordinator for Education and Interpretation
 Commission on the Laity - President or designee of President
 Conference Disaster Response Committee - When invited by the Committee – a representative of UMW appointed by the President.

IV. MEETINGS

A. Annual Celebration and Business Meeting

1. Publicity, Registration and Printed Program
 - a. The Communications Coordinator shall have an Annual Celebration flyer and registration form for distribution at the annual session of the Detroit Annual Conference approved by the Committee on Program before March 31.
 - b. An appointed Registrar shall receive all requests for meal tickets, both paid a 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.
 - c. The event program shall be prepared by the Vice President, with additional input from the Treasurer, the President, and the Committee on Nominations.

- d. 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 Detroit Conference News and the event program.
 - e. The Treasurer shall provide the Conference Budget for the coming year and a report of Mission Giving for the prior year.
 - f. The President shall provide the names of those to be honored with World Thank Offering gifts (see V. I. (1.)).
 - g. The Vice President shall provide the names of those to be honored with Gifts to Mission (see V.I. (2)).
 - h. The final program to be distributed at the Annual Celebration shall be approved by the President before transmittal to the printer.
2. Complimentary Luncheon Tickets
- a. 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 and Associate 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; the President of the United Methodist Women Unit of the host church as well as the Pastor in charge and spouse and any other host Pastor who participates in the meeting and spouse; Past Presidents of the Conference organization; and 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; the President of West Michigan Conference United Methodist Women; and the President of Church Women United in Michigan.
 - b. The Vice President shall distribute complimentary luncheon tickets to the members of the Executive Committee.
 - c. 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.
 - d. 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. Minutes of the Annual Business Meeting
- The minutes shall be approved by the Executive Committee at its first meeting following the Annual Meeting or by a committee appointed for that purpose.

B. Officer Training and Leadership Development

- 1. 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.
- 2. The schedule for Officer Training and Leadership Development will be prepared by the President and the Vice President, with input from the Program Committee.
- 3. The Vice President will be responsible for OTLD registration and nametags.
- 4. 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.
- 5. 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 Social Action event held every year in March or April.
2. The Social Action event may be in conjunction with other events dealing with social issues. This is at the discretion of the Mission Coordinator for Social Action with the approval of the Mission Team.
3. Executive Committee members attending shall have their expenses paid.

D. Conference Workshops

Workshops may be planned by the Program Committee and approved by the Executive Committee.

E. Speakers at Meetings

1. Speakers secured through United Methodist Women, national organization, shall be paid as stated by United Methodist Women, national organization.
2. In addition to travel expenses, annual meeting speakers shall receive honoraria of up to \$75 and retreat* leaders shall receive up to \$150. 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)
3. It is recommended that Districts follow this same procedure.
4. Honoraria are not required for District or Conference elected leaders. After inviting two elected leaders, the inviting group should pay expenses of additional elected leaders.
5. Local Units should 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. Assembly Attendance Patterns

1. The Conference elected leadership, including all members of the Committee on Nominations and the six District Presidents, shall be supported for attendance at the quadrennial Assembly.
2. When funds are available, support shall also be allocated to the Districts.

V. FUNDS

- A.** The Conference Executive Committee shall establish an Administration and Membership Development Fund (A & M D Fund) for the organization from a 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.
- B.** All monies handled by the Conference Organization shall go through the Treasurer's books.
- C.** 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 Conference Audits" provided by the national organization of United Methodist Women.
 1. 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 national organization of United Methodist Women and the Conference Executive Committee.
 2. This procedure is recommended to the Districts, with copies sent to the Conference Treasurer and the District Executive Committee.
- D.** The Conference checkbook shall be turned over to a newly elected Treasurer as soon as the required banking transfer documents can be executed, if possible by January 1. Historical financial records shall be turned over immediately, and the previous year's records as soon as the financial review has been completed.
- E.** 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.
- F. The commercial account shall be in the name of United Methodist Women, Detroit Conference.
 1. Either the Treasurer or President may sign checks.
 2. The Treasurer shall be appointed resident agent of the Conference organization annually and shall make all required reports to the Michigan Department of Licensing and Regulatory Affairs.

G. Meeting Expenses

1. Meals, lodging, other expenses, and travel at a flat rate of 34 cents per mile shall be paid for members of the Executive Committee when incurred while carrying out responsibilities for the Conference organization, if not otherwise provided. Members shall pool rides whenever possible.
2. While carrying out responsibilities for the Conference organization, a member of the Executive Committee may submit a voucher for dependent care for the actual cost up to \$36.00 per day for one-day events. Multiple-day situations shall be considered on written request to the President and Treasurer. Local units and families are urged to volunteer help with this care. This procedure is recommended to the Districts.
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 for which expenses are usually paid by their Districts, the Conference shall pay for travel one way and the District for one way. If lodging is required in these cases, it shall be paid by the Conference.
6. The Conference organization shall provide travel expenses (mileage, meals and lodging if needed) for two Conference elected leaders to each District per year upon written request from the District to the Conference President.
7. Room, board, and travel expense for Executive Committee members included in the attendance pattern of the Detroit Annual Conference shall be assumed by the Conference organization unless otherwise covered.
8. Support for Assembly, National Seminar, and North Central Jurisdiction attendance shall be determined by the executive committee as soon as possible after directives for the event are received from United Methodist Women, national organization or the Jurisdiction Leadership Team. All funds 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.

H. Resources

1. Members of the Executive Committee shall be reimbursed for the cost of books required for the studies in which they are enrolled at the Detroit Conference Mission u. Exception to this is the Mission Coordinator for Education and Interpretation who shall be authorized to order a complete set of study materials from United Methodist Women Mission Resources.
2. Members of the Executive Committee and the Committee on Nominations may voucher expenses for subscriptions to *Response* and *New World Outlook* if they do not receive them 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.

4. 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 and one Editor of *The Detroit Conference News* if a separate person.
5. The Conference organization shall provide subscriptions to *The Michigan Church Woman* for the Vice President and the four Mission Coordinators. The Treasurer is authorized to order these subscriptions annually.

I. Honoraria and Love Gifts

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.
3. To honor service in Mission the Conference organization shall
 - a. present a gift of \$100 to each newly commissioned Missionary going from the Detroit 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.

J. Recognitions and Memorials

1. In consultation with the President, the Treasurer shall order recognitions.
2. To honor members of the Executive Committee the conference organization shall
 - a. express its appreciation to any of its eleven elected leaders who have served a term of four years on the Executive Committee through a Special Mission Recognition as follows: President - \$500; other elected leaders - \$200; to those retiring who have served more than one year but less than four years - \$100; and to those retiring who have served a term of one year - \$60. If an elected leader has been previously honored in this way, she shall be given the choice of additional recognition in the ways indicated or a Gift to Mission of a comparable sum. 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.
 - b. present a Special Mission Recognition in the amount of \$200 to a member of the Committee on Nominations who has served four years, including election as Chairperson. Retiring members of the Committee shall be honored as follows: members who have served four years but have not served as Chairperson - \$100; at least one year, but less than four years - \$60; less than one year - a Gift to Mission in the amount of \$20.
 - c. present a Special Mission Recognition in the amount of \$100 each to a relocated Bishop and spouse.

K. District Budgets and Funds

1. Upon request, 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.
2. Ten per cent of each District's annual A & MD funds shall be remitted to the District Treasurers by the Conference Treasurer by the 15th of each month for the first ten months of each year.
3. Mission funds received from the Units by the Districts 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. 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.
5. 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.
6. All interest monies earned by the District shall be sent to the Conference Treasurer at the end of the year as Mission Giving.

L. 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 Detroit Conference for the purpose of funding expenses for such meetings as the Assembly, the North Central Jurisdiction Quadrennial Meeting, and the National Seminar. Withdrawals shall be signed by the Treasurer or President.
3. Funding for attendance at the North Central Jurisdiction Quadrennial Meeting and the Assembly shall be determined by the Executive Committee after directives for these events are received from the Jurisdiction and the national organization of United Methodist Women. Expenses for the attendance of the Bishop's wife, when there is one, shall be shared with the West Michigan Conference.
4. The Conference shall assume expenses to attend conference United Methodist Women retreats for members of the Executive Committee, including members of the Committee on Nominations, all appointed members, and the wife of the Bishop, if their expenses are not otherwise covered. This also shall be the policy for expenses to attend the Detroit Conference Mission u, with the exception of District Presidents who shall be covered by their District. It is suggested that Districts follow this pattern.

M. Other Funds

1. The Conference organization, in keeping with the recommendation of United Methodist Women national organization, may support Church Women United by
 - a. giving, upon a vouchered request, up to \$200 financial support in a given year to a Detroit 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.
2. The Conference organization may support the World Federation of Methodist and Uniting Church Women 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 upon request and approval of the Executive Committee.
 - b. promoting participation in programs throughout the Conference sponsored by the World Federation of Methodist and Uniting Church Women.
3. 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.

N. Unbudgeted program opportunities.

The President shall appoint a Subcommittee of five women from the Committee on Finance, chaired by the Treasurer, to receive all requests for unbudgeted program opportunities. 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. Failure to do this shall result in postponement of the hearing of the request.

VI. MINUTES AND RECORDS

- A.** 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. This does not include minutes of the organization and the auditor's reports which are kept indefinitely.
- B.** The records of the Treasurer shall be kept for the present and prior quadrennium.
- C.** 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.
- D.** When Conference leaders send correspondence to District counterpart(s), a copy shall be sent to the District President(s).
- E.** 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.
- F.** 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.
- G.** Within one week following the District Annual Meeting, the District President shall send a copy of the District elected ballot to the
 - 1. Conference President, Secretary, Chairperson of Committee on Nominations and Communications Coordinator
 - 2. Business Manager of *The Detroit Conference News*
 - 3. other District presidents
- H.** 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.
- I.** 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, Business Manager of *The Detroit Conference News*, and other District Presidents for District newsletters.

VII. COURTESIES

- 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.** Whenever Past Presidents are mentioned, it means former Evangelical United Brethren, former Methodists, and United Methodists.
- C.** The Treasurer shall:
 - 1. be authorized to purchase appropriate Gift to Mission cards or Gift in Memory cards in the amount of \$10 each to be sent when such remembrances are authorized by the Administrative Committee.
 - 2. send a Gift in Memory of \$100 to United Methodist Women, national organization upon the death of any member of the Conference Executive Committee or Past President.
 - 3. send a Gift In Memory of \$100 to United Methodist Women, national organization upon the death of Detroit 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. 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 for communication about the program of United Methodist Women.
- C. 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. Nothing else shall be promoted or sold.

IX. EQUIPMENT AND PROPERTY OWNED

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. The Historian/Custodian's annual report shall be the inventory of the Conference organization property including that held by all Conference elected leaders.

X. DISTINCTIVE LEGAL REQUIREMENTS

- A. The Executive Committee shall have full power and authority 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; to authorize the investment of funds in other than real property; and 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 2013-2016 of United Methodist Women*. The Standing Rules are designed to insure continuity of procedures.
- B. They may be amended by a 2/3 vote of the voting members at the Conference Annual Business Meeting.
- C. Conference Standing Rules shall be reviewed and perfected annually by the Standing Rules committee and by the Executive Committee, adopted at the Annual Business Meeting, and published each year in the *Directory*.
- D. Any proposed amendments shall be presented in writing to the President of the conference organization by March 15. 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. As long as they are in harmony with United Methodist Women, national organization material, the recommended changes shall be mentioned in *The Detroit Conference News*, placed on the website for review and presented for approval at the Annual Business Meeting.

Revision approved
October 24, 2015