

STANDING RULES OF THE WEST MICHIGAN CONFERENCE UNITED METHODIST WOMEN

PREFACE

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

CATEGORIES

- I. Nominations, Elections, and Appointive Procedures
- II. Committees
- III. Meetings
- IV. Funds
- V. Minutes and Records
- VI. Visitation and Itineration
- VII. Courtesies
- VIII. Resources
- IX. Equipment and Property Owned.
- X. Relationship to United Methodist Community House
- XI. Provision for Changes in Standing Rules

I. NOMINATIONS, ELECTIONS, AND APPOINTIVE PROCEDURES

A. Conference Leaders shall be elected at the Conference Annual Meeting with the exception of the members of the Committee on Nominations which shall be elected to a four year term.

B. The voting body of the Annual meeting shall be those members of local UMW of the West Michigan Conference in attendance.

C. The Committee on Nominations shall provide the slate of nominees to the Conference Executive Team in July and the slate shall be published in *Highlights* prior to the Annual Meeting. The committee may also prepare short biographies and/or photos of nominees for printing in Annual Meeting program materials.

D. The Committee on Nominations shall provide an inclusive slate regarding age, race, marital status, ethnic and cultural backgrounds, disabilities, employment and non-employment, and geographical area.

E. Consent forms will be used by the Committee on Nominations when securing nominees for elected offices. The form will include a statement agreeing to uphold the PURPOSE of United Methodist Women.. Nominations may be made from the floor if a written consent form has been secured from the nominee.

F. Tenure in office shall be cumulative, although years need not be consecutive. Any elected leader filling an unexpired term of more than six (6) months shall consider that as one year of the term.

G. 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.

H. Other elected/appointed leaders, not specified in the bylaws, shall serve not more than four (4) years on the Conference Executive Committee in any combination of such elected/appointed responsibilities. This service may be in addition to Conference elected office tenure. A two year term as Chairperson of the Committee on Nominations may be in addition to Conference elected office tenure.

I. Appointed leadership, to serve a specific purpose, short term or ad hoc, may be appointed by the President with approval of the Executive Committee.

J. A Historian may be appointed by the President with the approval of the Executive Committee. She may serve up to four years. The duties of the historian are to keep an accurate account of memorabilia of the Mission Team. The Historian is to attend School of Christian Mission and the Annual meeting at Conference expense

K. Nominees for Women's Division and Jurisdiction Delegates

1. The Conference Committee on Nominations, prior to the Quadrennial Meeting of the Jurisdiction, shall nominate two (2) women for membership of the Board of Director of United Methodist Women. These two (2) nominees shall be confirmed at the Conference Annual meeting prior to the Quadrennial meeting of the North Central Jurisdiction.

2. The Conference Committee on Nominations shall also nominate one (1) woman to serve as an alternate. The name of this alternate shall be retained by the Conference Secretary. In the event that one of the nominees is withdrawn, the name of the alternate shall be sent to the jurisdiction as the third nominee of the conference.

3. The Conference shall elect three (3) voting delegates, plus one (1) alternate, at conference expense, to the Jurisdiction Quadrennial meeting serving in year of Jurisdiction Meeting.

Appendix: If a person is nominated for any particular office by other than the Conference Committee on Nominations, but unable to attend the Annual Meeting, a written acceptance of her nomination must be presented to the Chair of Nominations prior to the Annual meeting.

II COMMITTEES

A. Executive Committee

1. Members of the Conference Committee on Nominations, the Committee on the Charter for Racial Justice Policies, Past Conference Presidents, North Central Jurisdiction Leadership Team and other related positions shall be welcome to attend Conference Executive Committee meetings with voice but without vote.

2. The Executive Committee shall meet at least four times a year. A quorum shall be a majority of the members. When the number needed for a quorum is no longer present, the formal business of the group must stop.

3. All members of the Conference Executive Committee shall be ex officio members of their District Executive Committees.

4. The Mission Coordinator for Education and Interpretation shall be presiding officer in case both the President and Vice President are absent.

B. Administrative Committee

1. There shall be an Administrative Committee, consisting 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 electronic ballot to conduct business of the Administrative Committee.

C. Committee on Program

1. The Committee on Program shall consist of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators- Spiritual Growth, Social Action, Membership Nurture and Outreach, and Education and Interpretation - Secretary of Program Resources, Communications Coordinator, Chairperson Committee on Nominations, and President of District hosting the Conference Annual Meeting.

2. The Committee shall meet at least twice during the year.

3. The Committee will provide structure to programming of scheduled Conference Events.

D. Committee on Finance

1. The Committee on Finance shall consist of the Treasurer as chairperson, President, Vice President, Secretary, the four Mission Coordinators—Spiritual Growth, Social Action, Membership Nurture and Outreach, Education and Interpretation—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.

E. Committee on Membership Nurture and Outreach

1. Membership shall consist of the Conference Mission Coordinator for Membership Nurture and Outreach as Chairperson, President, Secretary, Communications Coordinator, and 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 as they deem necessary.

F. Committee on Nominations

1. The Committee on Nominations shall consist of five members divided into rotating classes.

2. The Chairperson of the Committee on Nominations shall keep current talent bank information. Information may be secured at conference meetings and from local units.

3. Members of the Committee on Nominations will contact potential nominees to secure commitment for nomination.

4. Nomination procedures shall follow Section 1 of Standing Rules.

5. Chairperson of Committee on Nominations shall keep accurate and updated records of term and tenure of elected and appointed leaders and report this record annually in July to the Executive Committee.

6. Committee shall meet at least twice each year.

7. The Committee shall keep current guidelines of officer responsibilities on file.

G. Committee on the Mission U

1. Members of the Conference Executive Committee serving on the Committee on Mission U shall be the President or Vice President, Treasurer, Secretary of Program Resources, the Mission Coordinators for Spiritual Growth, Education and Interpretation, Social Action, Membership Nurture and Outreach, the Member of the North Central Jurisdiction Leadership Team, and the Communications Coordinator. Others may be members at large who will be named by the Executive Committee.

2. Members at Large may serve to provide equalization with Conference Board of Global Ministries or for a special duty on the committee.

3. All Conference officers, members of the Committee on Nominations, members of the Committee on the Charter for Racial Justice Policies, and Historian are expected to attend the Conference School of Christian Mission at Conference expense. Officers and Committee members will be asked to help with various duties during the school. District Presidents are expected to attend Mission U at Conference expense.

4. There shall be three persons on Mission U Nominating Committee. They shall each serve a two-year term, two members from the UMW Executive Committee and one from the Board of Global Ministries. 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.

5. The Conference UMW has the responsibility to supply a form for a scholarship application to the school.

H. Committee on Conference Goals

1. Conference Goals shall be set and evaluated by the Executive Team.

2. Adopted goals shall be published in the March issue of *Highlights*.

I. Standing Rules

1. The Standing Rules shall be set and evaluated by the Executive Team.

2. The secretary shall send a copy of the Standing Rules to Women's Division when they are revised.

J. Highlights

1. The committee responsible to publish the Conference Newsletter, called *Highlights*, shall be composed of the conference Communications Coordinator as chairperson, the President, Vice President, Secretary, and Treasurer.

2. The committee shall meet as needed.

3. The conference newsletter shall be sent by bulk mailing to Conference and District Officers, local

unit presidents, Director of United Methodist Women from our conference, Executive Secretary for Leadership Education, North Central Jurisdiction Leadership Team, Conference Presidents in North Central jurisdiction, past UMW Presidents, Cabinet representative, the Bishop and others upon request.

K. Committee on the Charter for Racial Justice Policies

1. There shall be seven (7) members on this committee, 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. Additional members shall serve no more than three years.
2. The committee shall meet at least twice annually.

III. Meetings

A. Annual Meeting

1. West Michigan Conference United Methodist Women Annual Meeting will be held in October. Place of meeting will be rotated among districts.
2. All registrations of the Team shall be reported to the Registrar for the Annual Meeting.
3. 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.
4. The Mission Coordinator for Education and Interpretation shall invite Deaconesses and Home Missionaries, retired missionaries and Deacons, who reside within the conference, and any Missionaries on leave who are in the conference. The Vice President shall invite resource persons. The President shall invite special guests.
5. The voting membership of the Conference Organization shall be the members of the West Michigan Conference United Methodist Women present at the time of voting.
6. The minutes of the Annual Meeting of the Conference Organizations shall be approved by the Executive Committee at the Executive Committee meeting following the Annual Meeting

B. Social Action Day

1. Conference Mission Coordinator for Social Action will be the chairperson for a Legislative Day Committee if scheduled and approved by the Mission Team. The president will appoint other persons to serve on the committee.
2. A Social Action Day may be planned in collaboration with another group(s) and the Detroit Conference UMW, at the discretion of the Social Action Coordinator, with approval of the Mission Team.
3. All conference officers helping with the day shall have their registration and expenses paid.

Appendix: Social Action Day 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.

C. Conference Workshops

The Conference may sponsor workshops at least every other year. In years following the National Seminar, the persons attending the seminar shall plan the workshops.

D. 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.

E. Representation to Groups and Conference Board

1. The Conference Vice President shall represent the Conference at Church Women United, World Federation of Methodist and Uniting Church Women meetings.

Representative to Conference Boards and Agencies

- Annual Conference Program Committee - President
- Conference Committee on Mission Personnel - President
- Conference Committee on Nominations - Ex-Officio - President

Board of Lay Ministries - Vice President
Board of Church and Society - Coordinator for Social Action
Board of Discipleship - Coordinator for Spiritual Growth
Board of Global Ministries - Coordinator for Education and Interpretation
Commission on the Status and Role of Women - Coordinator for Membership Nurture and Outreach
Hunger Committee and/or UMCOR Committee Team member appointed by President

2. When a Conference Officer is expected to represent the Conference United Methodist Women at a meeting, her expenses shall be paid from Conference UMW funds when not paid by the group or agency calling the meeting.

IV. 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 undesignated Pledge to Mission (basic mission giving); the percentage is to be determined yearly. The fund 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. An audit of the treasurer's books shall be done yearly by a CPA secured by the treasurer. At the end of the year the District Treasurer presents her books to be audited by a certified public accountant or to a person who has a minimum of a four-year accounting degree.
- D. Treasurer's books will be turned over to newly elected treasurer as soon as audited. Check book shall be turned over by January 1 of the new year.
- E. Checks may be signed by Conference UMW Treasurer or Conference UMW President.
- F. All authorized expenses incurred while doing conference business shall be vouchered on a timely basis. In order to be reimbursed for expenses, all bills incurred during a fiscal year shall be vouchered by December 10. Vouchers are obtained from and returned to the Conference UMW treasurer. Vouchers will be signed by the President and the Secretary.
- G. Meeting and Travel Expenses
 1. Conference officers shall be reimbursed for expenses to attend all Conference meetings.
 2. Expenses for individuals when traveling in line of duty of their office shall be paid at the rate of thirty cents per mile. Rides should be shared whenever possible.
 3. Meal allowance will be \$20.00 per day.
 4. Expenses for dependent care shall be up to \$40.00 per day.
 5. Lodging expenses shall be based on two to a room. Additional costs for other arrangements selected shall be at own expense.
- H. Resources
Elected Conference Officers shall have a \$40.00 allowance for literature and materials.
- I. Honoraria and Love Gifts
 1. The Conference shall give a Love Gift to the District Annual meeting speaker(s) unless there is a set fee, plus travel expenses, when the speaker is provided by the Conference. The Conference Program Committee shall recommend the amount of the gift to the Conference Executive Committee for approval. The Conference shall provide speaker(s) for District Annual meeting every four years.
 2. The Conference shall give the following Honorariums; Speaker \$100 plus mileage, Pianist \$50, Special Music \$75, Sound Technician \$75, Child Care at a rate of no lower than \$10/hour and Janitor \$100 unless there is a designated set fee for any of these positions.
- J. Special Mission Recognition
 1. A Special Mission recognition of \$100 shall be given by the Conference Organization to the retiring President and Treasurer upon completing four years. All other Conference Officers shall receive a \$60 Special Mission recognition upon completing four years in the same office.
 2. A Special Mission Recognition of \$40 shall be given to retiring Conference Officers serving less than four years, including members of the Committee on Nominations and the additional members of the Charter for Racial Justice Committee.
 3. District Presidents going off the team will receive a Gift to Mission card.

4. The Dean of the School of Christian Mission shall receive a \$60 Special Mission recognition upon completion of a two year term.

K. Scholarships

1. The Conference Organization shall offer two Mission u Scholarships for first time attending young women and/or pastors, ordained or local.

2. The Conference Organization shall offer Mission u Scholarships for two or more young women, including child care and/or Kids' School.

3. The Conference Organization shall offer Mission u Scholarships for two or more racial ethnic women, including child care and/or registration fees for Kids' School, encouraging them to become active in United Methodist Women.

4. The Conference Executive Committee may offer scholarships to District and local United Methodist Women to attend Jurisdiction and National events.

L. District Budgets and Funds

1. Districts will submit their budgets to the Conference Treasurer and the Conference President by July 31.

2. The Conference Treasurer will send A & M D Funds to the Districts quarterly.

3. All monies handled by District Organization shall go through the District Treasurer's books.

4. When the Conference Organization requests that the District Team attend a meeting, expenses will be paid by the Conference.

5. District treasurers shall submit all monies received monthly to the Conference Treasurer. Special Mission Recognition monies shall be sent as soon as received.

M. Unused Funds

1. District Treasurers shall hold no more than \$800 in A & M D Funds at the end of the year. Any surplus funds shall be returned to the Conference.

2. At year's end the ceiling for Conference A & M D Funds shall be \$28,000.00. Any funds in excess of this accumulating fund shall be sent to the Board of Directors of United Methodist Women for Mission Giving.

N. Retention Funds - 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.

1. Full registration and travel shall be paid for the elected delegates, alternates, and Board of Directors of United Methodist Women nominees to Jurisdiction Quadrennial Meeting. Remaining funds shall be divided equally among elected leaders.

2. Conference Executive Committee (including District Presidents) registration to National Assembly shall be paid. Scholarships shall be provided for six local women. Remaining funds shall be divided among District Officers not to exceed cost of registration.

O. Policy for Advancing Funds - In the event an officer is expected to attend a Seminar or other event, advance funds can be requested for travel for approval by Executive Committee.

P. When a Conference Officer is expected to represent the United Methodist Women at a meeting, her expenses shall be paid from conference funds unless they are allowed by the agency which is meeting.

Q. Restrictions on solicitation of funds - Must be approved by Conference UMW Executive Team and only for UMW approved projects. 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.

R. Other Funds

1. The Conference Organization shall be responsible for insurance of the property of the United Methodist Community House, at 904 Sheldon Ave., Grand Rapids MI, not exceeding \$6000 per year..

2. An annual contribution shall be given to Church Women United of Michigan and to the World Federation of Methodist and Uniting Church Women as recommended by the Committee on Finance.

S. The conference budget shall include a line item amount for unanticipated conference expenses.

V. MINUTES AND RECORDS

A. Secretary's Records

1. Minutes

a. The conference Secretary shall keep minutes for four years in her possession. Older

minutes shall be stored permanently at Conference Center.

b. Within 30 days after the Executive meeting the secretary shall send a copy of the minutes to the president for approval before distribution.

c. The secretary shall send a copy of the minutes of the Executive Committee meeting to members of the committee, the area Bishop, the Cabinet representative, staff representative, North Central Jurisdiction President.

2. Permanent Files and Historical Records

a. The permanent records and files shall be kept at the church Conference Center. 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 *Highlights* and printed Programs copy of the Annual Meeting Program

b. The Secretary shall be responsible for seeing that records are stored at the Conference Center.

c. The Secretary shall be responsible for the printing of the Conference Directory.

B. Treasurer's Records

1. All vouchers, canceled checks, and bank statements 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. A safety deposit box shall be maintained by the Conference.

VI. VISITATION AND ITINERATION

A. When the Conference Organization requests that the District Team attend a meeting, expenses will be paid by the Conference.

B. All District Officers are expected to attend the Mission u. District team members, except the President, will attend at District expense. The District President will have expenses paid by the Conference for Executive Team meetings called a day early, including food, lodging and travel.

C. When a Conference Officer is invited by the District to be a part of the program of a District event, the expenses of the Conference Officer shall be the responsibility of the District. If the District does not pay, she may voucher the conference.

D. One or more members of the Conference Committee on Nominations shall attend each District Annual Meeting at Conference expense.

E. Each Conference Officer and District President is expected to attend the Annual Meeting of the District she is a part of plus one other District Annual Meeting. Each Conference Officer is a member of her District Team and expenses will be paid by District as other District Officers are paid. Conference will pay for expenses to attend second District Annual Meeting and each Conference Officer and District President shall make her own reservations and voucher it to the Conference Treasurer.

VII. COURTESIES

A. If a conference elected leader dies while holding office, a \$60 Gift in Memory shall be given to missions. If a member of the immediate family (spouse/children) of a conference officer dies, a \$10 Gift in Memory shall be given.

B. A Gift in Memory of \$25 shall be sent in event of the death of a past Conference Officer. Other Gift in Memory cards may be given on vote of the Conference Executive Committee or at the discretion of the President and Treasurer.

C. Upon organization of a new local unit of United Methodist Women of West Michigan Conference, a Purpose poster and a handbook will be provided at Conference expense. The president of a new or reactivated unit shall be a guest at Conference Annual Meeting with meal and registration paid.

VIII. RESOURCES

A. No publications except United Methodist Women Missions publications shall be offered for sale at conference events.

B. Materials distributed at conference events shall be approved by committee planning event. (Example: Social Action Day)

C. Recognition for Reading Program - persons completing Reading Program will be recognized at their District Annual meeting.

IX. EQUIPMENT AND PROPERTY OWNED

The secretary will keep a list of equipment and property owned by the Conference. This list will be updated annually.

X. RELATIONSHIP TO UNITED METHODIST COMMUNITY HOUSE

A. Title to the property of the United Methodist Community House, 904 Sheldon Ave. SE, Grand Rapids, MI, is held in the name of West Michigan Conference United Methodist Women.

B. United Methodist Community House is one of the non-profit charitable projects related to the National Division of the General Board of Global Ministries of the United Methodist Church. It operates under the policies and administration of United Methodist Women, Inc.

C. The Conference UMW President, the Grand Rapids District UMW President and the Director of United Methodist Women Inc and/or designated person are members of the Board of Directors of United Methodist Community House.

D. The Conference UMW Treasurer shall be a member of the United Methodist Community House Finance Committee.

E. The Conference UMW President is a member of the Property Committee of United Methodist Community House.

XI. PROVISIONS FOR CHANGES IN STANDING RULES

The Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of United Methodist Women. The standing rules are designed to insure continuity of procedures. They may be amended at any meeting of the conference organization by the majority vote of the voting members of the conference organization when previous notice has been given in the conference *Highlights*, or when no previous notice has been given, by 2/3 vote of the voting members of the conference organization.

Revisions adopted at the Conference Annual Meeting, October 15, 2016