

**2017**  
**STANDING RULES**  
**MAUMEE WATERSHED DISTRICT**  
**UNITED METHODIST WOMEN**

These Standing Rules are a supplement to the 2013-2016 *Constitution and Bylaws* of the Women's Division of the General Board of Global Ministries of the United Methodist Church. They shall serve as a guide for the United Methodist Women of the West Ohio Conference of the Maumee Watershed District until the 2017-2020 *Constitution and Bylaws* can be reviewed and implemented.

**ARTICLE 1 – ELECTION OF OFFICERS**

**Section 1 – VOTING**

- A. Voting membership at the Annual Meeting of the Maumee Watershed District United Methodist Women will be all members of the local organizations of the district in attendance, in addition to persons as stated in the Discipline.
- B. Voting will be by acclamation, or by ballot in the event of nomination from the floor.

**Section 2 – PATTERN OF ELECTION**

- A. District leadership will be elected at the Annual Meeting in the following pattern:
  - 1. Elected in the uneven number year for two-year terms: President, Secretary, Chairperson of Committee on Nominations, Mission Coordinators for Spiritual Growth and Education and Interpretation, and the Communications Coordinator.
  - 2. Elected in the even number year for two-year terms: Mission Coordinators for Membership Nurture and Outreach and Social Action, and Secretary of Program Resources.
  - 3. Elected for a three-year term: Treasurer.
  - 4. The Committee on Nominations consists of five (5) members including the Chairperson. Members of the committee are elected for a four-year term and serve in classes specified by year. The Chairperson is a member of the Leadership Team and she serves as chair for only two years of the four that she is elected to the committee.
- B. The spouse of the District Superintendent shall be invited and encouraged to be a part of the District Team, without vote.

**Section 3 – TENURE**

- A. No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years. Tenure on the leadership team for the elected leadership of the district organization is limited to a total of eight years. When a leader has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office.
- B. When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- C. All years of service as an elected leader of any district United Methodist Women, Women's Society of Christian Service and Women's Society of World Service, including secretary/chairperson of Wesleyan Service Guild, will be counted when determining tenure.
- D. A two-year term as chairperson of the committee on nominations is in addition to tenure limitations described but still within the maximum four-year term.
- E. No appointed leader of the district organization will hold any other office beyond the local unit of United Methodist Women.

#### Section 4 – EFFECTIVE DATE

- A. District leadership will take office on January 1 of the year following election.
- B. Each retiring District Officer will share the responsibility of her office and transfer all property belonging to the District to the incoming officer by January 1, except to the Treasurer by January 15. It is recommended that newly elected officers be given copies of the materials before the Conference Leadership Training.
- C. Newly elected officers are invited to attend all Leadership Team meetings held between the time of election and January 1.

### ARTICLE II – DISTRICT LEADERSHIP RESPONSIBILITIES

#### Section 1 – COMMON RESPONSIBILITIES

- A. Communicate with her local counterparts by newsletter or other means.
- B. Consult with the President before distributing communications, handouts or other printed materials.
- C. Supply the President with a copy of any material to be mailed or e-mailed prior to distribution.
- D. Attend all District Leadership Team meetings, Conference and District Annual Meeting, all training opportunities (both Conference and District), and Mission u, a Cooperative School of Christian Mission, (either for the week or the weekend) unless excused by the President. The Committee on Nominations shall be encouraged to attend any or all of the above.
- E. Provide the Committee on Nominations Chairperson with an annual outline of duties.
- F. All officers, including nominating committee, shall participate in local visitation as defined by the Leadership Team.

#### Section 2 – PRESIDENT

- A. Review the minutes before distribution by the Secretary
- B. Appoint officers to various committees as deemed necessary, including, but not limited to, Program Planning Committee Chairperson, the Standing Rules Committee and the Goals Committee.
- C. Appoint a District Historian for a two-year term. The historian serves without vote.
- D. Complete an Officer Evaluation Form, as received from the Conference Chairperson of the Committee on Nominations, and return by September 1.
- E. Receive letters of resignation from District Leadership Team members.
- F. Each District President is a member of the Conference Leadership Team and is required to attend all Conference Leadership Team meetings. If she is unable to attend, she shall send another elected member of the District team on her behalf so the District will be represented.

#### Section 3 – SECRETARY

- A. Prepare a yearbook/directory listing district and local officers to be distributed to each District officer, District Superintendent's office, Conference President, and Conference Secretary. Said publication shall be prepared and distributed no later than January 15.
- B. Send the names of newly elected District President, Secretary of Program Resources and Communications Coordinator to the Mission Resource Center immediately following election, or whenever changes occur. Names of previous officers listed above should also be included with a note to delete.
- C. The Secretary shall send a copy of the Annual Meeting minutes and all Leadership Team Meeting minutes to the President to review and approve prior to distribution. Minutes shall be sent to all members of the Leadership Team, to all members of the Committee on Nominations, the District Superintendent, and the Conference President and Secretary.

- D. The Secretary and the Chairperson, Committee on Nominations, shall each keep a complete permanent tenure record of all past and present District officers.
- E. The Secretary shall serve as the chairperson of the Standing Rules Committee (See Article III, Section 4 A.)
- F. The minutes of the Secretary are designated as permanent records. At the end of each quadrennium, they are to be deposited in the United Methodist Archives (See Article VI, Section 2)

#### Section 4 – TREASURER

- A. Calls the meeting of the Committee on Finance to set the District Pledge and Administrative and Membership Development Budget to be presented to the District Leadership Team, the Conference Committee on Finance (at the August meeting) and the District Annual Meeting. (See Article III, Section 3 C)
- B. Provides the President with a monthly financial report (even if the team does not meet monthly) with a copy to each member of the Leadership Team at Leadership Team meetings.
- C. Makes reservations for all elected District UMW leadership for the Conference and/or District events and Mission u, a Cooperative School of Christian Mission.
- D. Receives registrations for all District sponsored events.
- E. Submits an annual Financial Report for publication in the District newsletter.
- F. Renews annually the Mission Resources Sampler subscriptions from the Mission Resource Center. Said subscriptions are to be sent directly to the President, Mission Coordinators for Education and Interpretation, Spiritual Growth, Membership Nurture and Outreach, and Secretary of Program Resources.
- G. Is responsible for ordering gifts honoring District Leadership as well as all Gifts to Mission cards. – See Article V Administrative and Membership Development Funds – Section 10, Recognition of District Officers.
- H. Supplies District Leadership Team members with vouchers/expense forms at all meetings and receives completed vouchers with receipts for reimbursement/ payment.
- I. The Treasurer shall receive from each Local Organization Treasurer the monthly remittances, and forward them to Conference by the 5<sup>th</sup> of the following month, along with monthly financial reports.
- J. The Treasurer shall provide copies of the year-end financial report and report of the yearly financial review to be filed with the Secretary's minutes, and send a copy to the Conference Treasurer.
- K. The Treasurer shall keep records and reports for one quadrennium preceding the present quadrennium.
- L. The Treasurer shall be prepared, with the necessary records, to answer financial questions that arise at the Executive and Program meetings.

#### Section 5 – CHAIRPERSON, COMMITTEE ON NOMINATIONS

- A. Calls a meeting of the Committee on Nominations as soon as possible following the Conference Leadership Training Event for District Officers for the purpose of team building and formulate plans of action.
- B. Obtains a revised job description from each officer at the end of each term of office. Description is to be dated and signed at the time of revision.
- C. Keeps a list of potential officers.
- D. Presents the slate of nominees no later than the August Leadership Team meeting.
- E. Supply newly elected officers with a packet containing the following items: a list of District officers/Leadership Team Members, a calendar of District and Conference events, a District Yearbook/Directory, and a copy of the District Standing Rules.

- F. Following election sends a letter notifying the President of the local organizations and the pastor that a member of their local organizations/congregation has been elected to a District office.
- G. Supplies the Treasurer with a list of those officers who are to receive Special Mission Recognition or Gift to Mission, as outlined in Article V – Section 10 Recognition of District Officers, no later than June 1.
- H. Prepares brief bios of those nominated for distribution at the District Annual Meeting. These may be printed in the Program Book.
- I. Supplies the Secretary with a copy of tenure records and job descriptions to be kept in her files.

#### Section 6 – SECRETARY OF PROGRAM RESOURCES

- A. Purchases Reading Program Books annually in the amount of \$150, as determined by the Conference, for promotion and use by the District Leadership Team.
- B. Maintains a library of Reading Program Books and has it available at all meetings of the District Leadership Team. The library should be kept current and attractively displayed.
- C. Orders United Methodist Women Prayer Calendars, Program Books, Program Resource Book Lists, four year pocket calendars, when available, and study books for Mission u from the Mission Resource Center to be available at the District Spring Event and Fall Meeting. It is at the discretion of the Secretary of Program Resources to order Reading Program Books from other sources, such as Cokesbury or Barnes and Noble.

#### Section 7 – MISSION COORDINATOR FOR SPIRITUAL GROWTH

- A. Provides a meditation, or gives opportunity for a member of the Leadership Team to present one, as part of the agenda at Leadership Team meetings.
- B. Uses the *Prayer Calendar* as part of devotions for meetings.
- C. Assists the Program Planning Committee with the Spring Event and Fall Annual Meeting.

#### Section 8 – MISSION COORDINATOR FOR SOCIAL ACTION

- A. Promotes Conference areas of emphasis, on which District may focus prayer, study and action.
- B. Promotes subscriptions to, and use of, United Methodist Women Action Network and other National UMW Publications.
- C. Promotes the United Nations Seminar Trip or the Washington D.C. Seminar.
- D. Assists the Program Planning Committee with the Spring Event and Fall Annual Meeting.

#### Section 9 – MISSION COORDINATOR FOR EDUCATION & INTERPRETATION

- A. Shall promote and coordinate a District Leadership trip at least once during a quadrennium and encourage local organizations to plan and implement mission trips.
- B. Shall send “Mission Today” forms to Presidents of local organizations and receive back the completed forms. The information will be compiled on a form supplied by the Conference and submitted to the Conference by December 31<sup>st</sup>.
- C. Assists the Program Planning Committee with the Spring Event and Fall Annual Meeting.

#### Section 10 – MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH

- A. Works to determine needs of local organization to enlist new members and new ways for inactive members to participate.
- B. Nurtures to equip women in organizations to support each other in areas of leadership.
- C. Maintains current information on churches without a United Methodist Women organization and maintains communication through a contact person, updating information as needed.

- D. Sends Membership reports to local organizations, to be returned by December 31<sup>st</sup>, and compiles results to send to Conference Membership Nurture and Outreach Coordinator according to the Conference Guidelines, and enters the totals into the computer for the National UMW website.
- E. The Mission Coordinator for Membership Nurture and Outreach shall arrange the pairing of Secret Prayer Sisters within the Leadership Team.
- F. Assists the Program Planning Committee with the Spring Event and Fall Annual Meeting.

#### Section 11 – COMMUNICATIONS COORDINATOR

- A. The Communications Coordinator shall be responsible for publication of the District UMW Newsletter at least two times a year.
- B. Coordinates preparation of Program Book for District Annual Meeting and other program leaflets, promotional flyers, registration forms, and signs as directed by the Leadership Team.
- C. Submits copy of newsletter to the President for review before publication.
- D. Insures a calendar of dates of District and Conference events is published in the newsletter.
- E. Maintains mailing list for district newsletter. Those receiving the newsletter include all District Leadership Team members, all officers of local organization in the District, all Conference officers, District Superintendent and others as deemed appropriate by the Leadership Team. (These may include pastors, contact people in churches without organizations, etc.)

#### Section 12 – HISTORIAN

The District Historian, appointed by the President for a two-year term, shall:

- A. See that a copy of all printed programs and publicity as well as historical memorabilia is retained in a district notebook or other means of collection.
- B. Take photos of District Leadership Team

#### Section 13 – PROGRAM PLANNING CHAIRPERSON

- A. Shall be a member of the Leadership Team appointed by the President with the approval of the Leadership Team for a two-year term.
- B. Shall be responsible for overseeing the planning of the District Spring Event and Fall Annual Meeting/Leadership Training Days.
- C. Will implement the plans and evaluate the effectiveness of each event.

### ARTICLE III – COMMITTEES

#### Section 1 – LEADERSHIP TEAM

- A. Encourages the spouse of the District Superintendent to be a member of the District Leadership Team, without vote.
- B. Meets a minimum of six times a year. Consideration shall be given to scheduling meetings at times that make it possible for any woman to serve. A majority of the Leadership Team must be present to constitute a quorum.
- C. Attends all meetings unless excused by the President.
- D. Encourages members of the District Committee on Nominations to attend Leadership Team meetings.

## Section 2 – ADMINISTRATIVE COMMITTEE

- A. Consists of the President, Secretary, Treasurer and Chairperson of the Committee on Nominations.
- B. Meets at the call of the President.
- C. Transacts emergency business and other business referred to the Administrative Committee by the Leadership Team or the President.
- D. May also serve as Committee on Finance.

## Section 3 – FINANCE COMMITTEE

- A. Consists of the Leadership team with the Treasurer as Chairperson.
- B. Will recommend the amount to be pledged for mission by the District.
- C. Will prepare the budget for district administration and membership development funds for submission to the conference committee on finance for approval.

## Section 4 – STANDING RULES COMMITTEE

- A. Consists of the Secretary, as chairperson, the President and three others appointed by the president.
- B. Is responsible for reviewing the Standing Rules annually or more often as needed.
- C. Present the revised Standing Rules after approval by the Leadership Team, to members of all the District's local organizations at least 30 days before presenting for vote at the District Annual Meeting.

## Section 5 – COMMITTEE ON NOMINATIONS

- A. Consists of five (5) members including the chairperson, elected in classes.
- B. Makes every effort to provide an inclusive slate with regard to age, race, marital status, employment, geographical and handicapping conditions.
- C. Meets at the call of the Chairperson. All committee members are required to attend all meetings of the committee unless excused by the Chair. The Committee should meet at least twice a year.
- D. Attends and participates in all meetings and events of the District and Conference.
- E. Chairperson of Committee on Nominations should be a person of Nominating Committee with at least two (2) years left in term on the Nominating Committee.
- F. A member of the Committee on Nominations shall visit, personally if possible, each nominee and submit her name only after an affirmative answer is received in writing and she has signed a statement agreeing to uphold the Purpose of UMW and the Purpose of the National UMW.
- G. After the slate has been approved, the Committee on Nominations shall invite nominees to attend the Leadership Team meetings just prior to their election.
- H. The Committee on Nominations shall, after personal contact, notify in writing, an officer who is not to continue in office.

## Section 6 – GOALS COMMITTEE

- A. Consists of a chairperson, appointed by the President; the President and the four Mission Coordinators.
- B. Prepares and presents to the District Leadership Team a list of goals to be in place for the following year. These goals should reflect the areas of emphasis set forth by the Conference as well as those specific for the District.

## Section 7 – PROGRAM PLANNING COMMITTEE

- A. Consists of the Chairperson appointed by the President, the four (4) Mission Coordinators, and any other Leadership Team members or non-members at the request of the Chairperson necessary to complete the tasks.
- B. Will be responsible for planning and implementing the mission emphases of the Conference organization to fulfill the PURPOSE.

## ARTICLE IV – MEETINGS

### Section 1 – DISTRICT ANNUAL MEETING and LEADERSHIP DEVELOPMENT EVENT

- A. The combined District Annual Meeting and Leadership Development Event shall be held in the fall and will always follow the Conference Leadership Development Event.
- B. Business which must be conducted includes election of officers, and acceptance of the Pledge, Budget and Standing Rules.

### Section 2 – ASSEMBLY AND JURISDICTION

- A. The registration fee to Assembly will be paid by the West Ohio Conference UMW for District officers in good standing including members of the Committee on Nominations.
- B. North Central Jurisdiction Quadrennial Meeting registration fees will be paid for District Presidents by the WOC UMW team.

### Section 3 – MISSION u, A COOPERATIVE SCHOOL OF CHRISTIAN MISSION

All District Officers and the Committee on Nominations are expected to attend Mission u.

- A. Registration shall be paid for the ten elected officers and the four Committee on Nominations members by the Conference United Methodist Women for those attending either the week school or the weekend event. Those attending for the one-day event shall do so at their own expense.
- B. In the event that one of the District Leadership Team cannot attend, the Conference will pay the registration for the spouse of the District Superintendent.
- C. It will be the responsibility of the individual officer to reimburse the Conference any expenses incurred if she registers but fails to attend.
- D. Each district has two (2) Martha Scholarships and two (2) Youth Scholarships for first time attendees on a first come, first serve basis for applicants sending scholarship requests to the Mission u registrar by May 1<sup>st</sup>.

## ARTICLE V – ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUNDS

At the end of the year each district may retain \$1200.00 in its checking account. Any amount over that figure must be sent to the Conference Treasurer as Mission Giving.

Upon presentation of a completed voucher, countersigned by the President and Secretary, (or next available officer, in the absence of either of these officers, or when the voucher is for the President or Secretary), The Administrative and Membership Development Fund will cover the following items for all Elected Officers, Members of the Committee on Nominations and Appointed Members of the Leadership Team.

### Section 1 – TRAVEL

- A. Mileage – round trip mileage is to be paid at a rate consistent with the rate paid by the Conference. Mileage is paid for Leadership Team meetings and visits to local organizations. Members are encouraged to carpool.
- B. The President shall be reimbursed for all meetings required of her office, which are not paid for by the Conference.
- C. Mileage compensation to Mission u, Conference Leadership Development Event, and Conference Annual Celebration is paid for by the Conference.

### Section 2 – TELEPHONE

Long distance expenses of the Leadership Team and the Committee on Nominations necessary for carrying out the responsibilities of the office shall be reimbursed.

### Section 3 – POSTAGE

Postage necessary for carrying out the responsibilities of the office shall be reimbursed.

### Section 4 – OFFICE SUPPLIES

Supplies and copying, at the most competitive rates, necessary for carrying out the responsibilities of the office shall be reimbursed.

### Section 5 – NEWSLETTER

All expenses, including postage and travel, involved in producing and distributing the District Newsletter shall be reimbursed.

### Section 6 – LITERATURE

- A. Mission Resources Mailing Sampler subscriptions from the Mission Resource Center shall be paid for by the Treasurer.  
Said subscriptions are to be sent directly to the President, Mission Coordinators for Education and Interpretation, Spiritual Growth, Membership Nurture and Outreach and Secretary of Program Resources.
- B. One set of *District and Local Handbooks* and a copy of the *Constitution and Bylaws* for each officer and member of the Committee on Nominations shall be purchased each quadrennium. These become part of the District Officer's files and should be passed on to incoming officers. The Treasurer shall also receive the *Financial Handbook*.
- C. District Reading Program books shall be ordered each year at \$150.00, the amount determined by the Conference.
- D. Shortage and postage for Literature consignment orders shall be covered from Literature.

### Section 7 – SPECIAL DAYS

Expenses are paid up to the budgeted amount, including travel for Leadership Team and honoraria and travel for guest speaker(s), child care fees not assumed by the local organization, and programming expenses.

### Section 8– ANNUAL MEETING

- A. Conference Annual Meeting registration for Leadership Team, District Superintendent and spouse shall be covered by the Conference.
- B. District Annual Meeting expenses – programming, child care fees not assumed by the local organizations, travel for Leadership Team, honoraria and travel for guest speaker(s) and others deemed appropriate by the Leadership Team shall be covered.



### Section 9 – LEADERSHIP DEVELOPMENT EVENT

Programming, travel for Leadership Team, child care fees not assumed by the local organizations, honoraria and travel for guest speaker(s) shall be covered.

### Section 10 – RECOGNITION OF DISTRICT OFFICERS

- A. Each district leader shall be honored through National UMW with a Gift to Mission when she concludes her service in a specific office or leaves the District Leadership Team in accordance with the designations and amounts as follows:
1. District President
    - a. Four consecutive years - \$100.00 Special Mission Recognition\* in her name.
    - b. Three consecutive years - \$60.00 Special Mission Recognition\* and \$25.00 Gift to Mission \*\* in her name.
    - c. Two consecutive years - \$60.00 Special Mission Recognition\* in her name.
    - d. One year - \$40.00 Special Mission Recognition\* in her name.
  2. District officer, exclusive of President
    - a. Four consecutive year - \$40.00 Special Mission Recognition\* in her name.
    - b. Three consecutive years - \$15.00 Gift to Mission\*\* in her name.
    - c. Two consecutive years - \$10.00 Gift to Mission \*\* in her name.
    - d. One year - \$5.00 Gift to Mission\*\* in her name.
  3. District officer, exclusive of President, who has served in one office, had a Gift to Mission in her name, and continued in another position on the District Team (Gift to mission determined by years in subsequent position)
    - a. Four consecutive years - \$60.00 Special Mission Recognition\* in her name.
    - b. Three consecutive years - \$40.00 Special Mission Recognition\* in her name.
    - c. Two consecutive years - \$20.00 Gift to Mission\*\* in her name.
    - d. One year - \$10.00 Gift to Mission\*\* in her name.
  4. District officer filling an unexpired term, continuing for a two-year term, and ineligible to serve the remaining year due to rotation - \$40.00 Special Mission Recognition\* in her name.
  5. Member, District Committee on Nominations
    - a. For each year of service - \$5.00 Gift to Mission\*\* in her name.
    - b. Chairperson for a two-year term - \$40.00 Special Mission Recognition \* in her name.

\*Special Mission Recognition – certificate and pin  
 \*\* Gift to Mission – Thank You card
- B. In lieu of flowers, the Treasurer shall send a \$25.00 Gift in Memory in the event of the death of a Leadership Team member or a member of the immediate family of a Leadership Team member, or past District Officer who served in the immediate previous term in the amount determined by the Leadership Team. Immediate family is defined as the spouse, father, mother, or child of the officer.

### Section 11 – DEPENDENT CARE

Reasonable dependent care expenses incurred while attending committee meetings and other District and Conference events shall be reimbursed.

### Section 12 – FINANCIAL REVIEW

Expenses for an annual financial review shall be covered. *Constitution & Bylaws* state that a certified public accountant, or a person with a minimum of a four-year accounting degree, performs specified accounting procedures on the books and accounting records of the district, and that the report form is completed. The financial reviewer is not to be a relative of the Treasurer.

### Section 13 – MISCELLANEOUS

Necessary expenses approved by the Leadership Team and not covered in any other section shall be reimbursed.

## ARTICLE VI – MISCELLANEOUS

### Section 1 – AMENDMENTS

Amendments to the Standing Rules may be made by a majority vote at any meeting of the Leadership Team providing a thirty-day notice is given in writing to all members of the Leadership Team.

### Section 2 – ARCHIVES

The District shall secure a place in which to store archived materials and henceforth that location shall be listed in this section of the Standing Rules. Items to be archived include:

- A. Secretary's Material – minutes (more than four years old), program books, and other pertinent information
- B. Treasurer's Material – financial reports (more than four years old)
- C. Historian's and/or Communications Coordinator's – photo/scrapbooks and other pertinent information.
- D. Committee on Nominations' Material – permanent tenure records

The Archives are in the Beeghley Library at Ohio Wesleyan University in Delaware.

### Section 3 – CONFIDENTIALITY

Permission must be obtained from the Leadership Team before sharing District Officer information with other agencies, organizations or groups as stated in the District Handbook.

