

2019 STANDING RULES NORTHWEST PLAINS DISTRICT UNITED METHODIST WOMEN OF THE WEST OHIO CONFERENCE

These standing rules are a supplement to the 2017-2020 Constitution and Bylaws of National United Methodist Women (UMW) of the United Methodist Church. They shall serve as a guide for Northwest Plains District (NWP) United Methodist Women

It is important to understand this is a supplement to the Constitution and Bylaws. The National UMW Handbook and the Conference UMW Standing Rules should be consulted and used in conjunction with this document.

ARTICLE I: ELECTION OF OFFICERS

Section 1. VOTING

- A. Voting membership of the Annual Day of Northwest Plains District UMW shall all be members of a local organization in the district who are in attendance.
- B. Voting shall be by acclamation or by ballot in the event of nominations from the floor.

Section 2. PATTERN OF ELECTION

District leadership shall be elected at the Annual Day in the following pattern:

- A. Elected in the uneven number years for two-year terms: President; Secretary; Chairperson Committee on Nominations; Two Mission Coordinators; and Communications Coordinator.
- B. Elected in the even number years for two-year terms: Treasurer; Two Mission Coordinators and the Program Resources Coordinator.

Section 3. EFFECTIVE DATE

- A. District leadership shall take office on January 1 of the year following election.
- B. Newly elected and outgoing officers shall attend all District meetings held between the time of election and January 1.
- C. Each retiring District Officer shall share the responsibility of her office and transfer all property belonging to the NWP District UMW to the incoming District officer by January 1, except the Treasurer by January 15.

Section 4. DISTRICT SUPERINTENDENT'S SPOUSE

The spouse of the presiding NWP District Superintendent shall be invited and encouraged to be a part of the District team, without vote.

ARTICLE II: DISTRICT ELECTED LEADERSHIP RESPONSIBILITIES

Section 1: COMMON RESPONSIBILITIES

- A. Only lay women who are members of the United Methodist Church within the boundary of the district, will be elected and able to serve as elected leaders.
- B. Leadership Team consists of President, Secretary, Treasurer, Mission Coordinators, Program Resources Coordinator, Communication Coordinator, Nomination Committee with 4 members elected in classes and a chair.
- C. Communicate with her local counterparts a minimum of three times a year by newsletter or other means.
- D. Consult with the President before distributing communications, handouts or other printed material.

- E. Supply the secretary with written reports and motions to be included in the minutes, prior to the presentation to the team.
- F. Attend all District Leadership Team meetings, Conference and District Annual Meetings, all training opportunities (both District and Conference), and the Conference Mission u (either for the week or the weekend) unless excused by the President.
- G. Shall participate in local visitation as defined by the Leadership Team.
- H. No officer shall hold any office in the UMW organization other than in the local organization.

SECTION 2: PRESIDENT

- A. Reviews the minutes before distribution by the Secretary
- B. Appoint officers to various committees as deemed necessary, including but not limited to the Standing Rules Committee and the Administrative Committee.
- C. Complete an officer Evaluation Form, as received from the Conference Chairperson of the Committee on Nominations and return to Conference by the date requested.
- D. Receive letters of resignation from District Mission Team members

SECTION 3: SECRETARY

- A. Prepare a year book/directory listing District and local officers to be distributed to District Officers and District Superintendent's office. Said publication shall be prepared and distributed at the first January District UMW Meeting. The secretary in office in December following the Annual Meeting will prepare and have printed the directory for distribution.
 - a. She shall receive from the local organizations their officers/contact information, so it can be included and have an up to date directory
 - b. November 30th is the due date for local organizations to have their officer list for the following year returned to the district secretary
- B. Send the names of newly elected District President, Program Resources Coordinator 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. Mailings- See Section 11, letter e
- D. Standing Rules-See ARTICLE III Section 3: Standing Rules
- E. Take minutes at all designated meetings with President reviewing the minutes before distribution. Send a copy of the minutes to the WOC UMW president and secretary.
- F. Serve on finance and other committees as determined by the president.

SECTION 4: TREASURER

- A. At the June District Leadership Team Meeting set the District Pledge and the Administrative and Membership Development (A&MD) Budget to be presented to the Conference Committee on Finance (at the August meeting) and the District Annual Meeting for final approval.
- B. Provide the President with a monthly financial report (even if the team does not meet monthly) with a copy to each member of the Mission Team at Leadership Team meetings.
- C. Makes reservations for all elected District UMW leadership team for Conference and/or District events including Conference Mission u.
- D. Receive registrations for all District sponsored events.

- E. Submit a Financial Report for publication in the District newsletter include a graphic to show the progress of the district pledge to mission.
- F. Renew annually the Mission Resources Mailing Service subscriptions from the Mission Resource Center. Said subscriptions are to be sent directly to the President, Mission Coordinator of Education and Interpretation, Program Resources Coordinator, and the Communication Coordinator. Materials from these mailings may be distributed to other team members as deemed appropriate after being received by the above-mentioned officers.
- G. Shall order a subscription to *response* magazine to be sent to the district Program Resources Coordinator. This shall be included in the district UMW reading library.
- H. Be responsible for ordering gifts honoring District leadership as stated in Conference Standing Rules.
- I. Supply District Mission Team members with vouchers/expense forms at all meetings and receive completed vouchers with receipts for reimbursement/payment
- J. Review the giving of local organizations and make the 5 Star Giving certificates to those that qualify to be given out at the Spring NWP Meeting.
- K. Shall include in the A&MD budget at the beginning of each quadrennium the cost of purchasing the UMW Handbooks for all District UMW members of the NWP Leadership team.
- L. Shall be responsible for ordering, at the beginning of each quadrennium, the United Methodist Women Handbook for all elected NWP District United Methodist Women Leadership Team members.

SECTION 5: CHAIRPERSON, COMMITTEE ON NOMINATIONS

- A. Call a meeting of the Committee on Nominations as soon as possible following the election for the purpose of team building and formulating plans of action.
- B. Consult with the President prior to the first meeting of the committee.
- C. Obtain a revised job description from each officer one time during each two terms of office. Description is to be dated and signed at the time of revision.
- D. Keep a list of potential officers.
- E. Present a slate of nominees no later than the August Leadership Team meeting.
- F. 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.
- G. Following election, send a letter notifying the President of the local unit and the pastor that a member of their local unit/congregations has been elected to a District UMW office and is thereby a member of the local UMW Leadership Team with a vote.
- H. Supply the Treasurer with a list of those officers who are to receive Special Mission recognition or Gift to Mission, as outlined in the Conference Standing Rules no later than May 1st.
- I. Prepare brief biographies by August of those nominated for distribution at the District Annual Meeting. These may be printed in the Program Book.
- J. Supply the Secretary with a copy of tenure records and job descriptions to be kept in her files.
- K. Communicates to the Leadership Team that letters of resignations are to be sent to the President and not to the Chairperson of the Committee on Nominations.
- L. In absence of the president, the chair of nominations will conduct the leadership team meeting.

SECTION 6: PROGRAM RESOURCES COORDINATOR

- A. Purchase Reading Program Books annually at the amount determined by the Conference for promotion and use by the District team.
- B. Maintain a library of Reading Program Books and have it available at all meetings of the District team. Library should be kept current and attractively displayed.
- C. Assure that there is no literature sold by groups, other than those items from the Mission Resource Center at any meetings or events of the UMW as stated in Article II, Section 6, C of the Conference Standing Rules.
- D. These should be included in the District reading book box for team members to read.
- E. Promote *response* (print and online).
- F. Shall use ~~of~~ numbered duplicate receipts for all Program Resource books sold at events; original receipts are for the purchasers and a copy for the Program Resource Coordinator for reconciliation purposes.
- G. Keeps informed about online video and other audiovisual resources and how to access them.

SECTION 7: MISSION COORDINATOR FOR SPIRITUAL GROWTH

- A. Provides for or gives opportunity for members of the Mission team to present, a meditation/devotion as part of the agenda at Leadership Team meetings.
- B. A prayer calendar shall be purchased for the Spiritual Growth Coordinator and will be used as part of devotions for meetings.
- C. She shall chair the committee to plan and organize a Spring Spiritual Day for all UMW members in the district. In even years this may include Racial Justice with Social Action Coordinator.
- D. Include language and images in worship that affirm women, youth and young women, people of color and different ethnicities, and people with physical challenges.
- E. Keep a list of all prayer partners of NWP District Officers.

SECTION 8: MISSION COORDINATOR FOR SOCIAL ACTION

- A. Promote Conference areas of emphasis, on which District may focus prayer, study, and action.
- B. Promote subscriptions to and use of UMW ACTION NETWORK
www.unitedmethodistwomen.org/act/alerts and other National UMW publications:
response.
- C. Promote all UMW Social Action Events in our conference
- D. Promote Charter for Racial Justice events. Plan and implement district Racial Justice event on even numbered years with Spiritual Growth Coordinator.

SECTION 9: MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION

- A. Promote Martha Scholarships for first come first served applicant, two are available.
 - a. State the Scholarships only available for the week and weekend, not one day event.
 - b. Applications are sent to the Mission u registrar.
- B. Youth Scholarships are available for Youth who attend the Youth Mission u for the first time. Application is to be sent to Mission u registrar. These are awarded on first come first served basis.
- C. Make every attempt to assure a good experience at Mission u for scholarship recipients.
- D. Promote and coordinate Mission Trips and encourage local units to plan and implement mission trips that deal with UMW.

- E. Promote and coordinate a Mission Enrichment Day this may be included in the Spring Event or Annual Day.
- F. Shall send Mission Today forms to local UMW Presidents, receive completed forms and prepare certificates. (Mission Today, Gold Mission Today, Silver Mission Today, and Mission of Hope certificates.) Certificates are given out at the district Spring Event.

SECTION 10: MISSION COORDINATOR FOR MEMBERSHIP, NURTURE, AND OUTREACH

- A. Work to determine needs of local organizations to enlist new members and new ways for inactive members to participate
- B. Nurture to equip women in units to support each other in areas of leadership.
- C. Maintain current information on churches without UMW organizations and maintain communication through a contact person. Update information as needed.
- D. The MN&O person shall assign each church in NWP District to a district officer. The officer will act as a shepherdess to the churches assigned to her to keep them informed of the happenings in the district UMW. The church assigned will be no more than one and one half hours driving distance from the officer's home.
- E. Receive membership information about local organization to be included in the district Yearbook.

SECTION 11: COMMUNICATIONS COORDINATOR

- A. Coordinate preparation of a Program Book for the District Annual Meeting and other program leaflets, promotional flyers, registration forms, and signs as directed by the Leadership Team.
- B. Communication Coordinator will also be the editor of the District Newsletter. The District Newsletter shall be printed a minimum of three times a year and will be titled NewVision. The District Officers will be responsible for writing an article for each of the newsletters. Deadline to be set by the Communication Coordinator. The Chairperson of Nominations will be asked to write an article for her committee.
 - 1. Submit a copy of the district newsletter to the President for review before publication.
- C. Prepare a calendar of dates of District and Conference events and distribute early in the year to assist local organizations in planning. This may be done in the District Newsletter.
- D. Maintain a mailing list for the District Newsletter. Those receiving the newsletter include all District Mission Team members, all local UMW officers 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.)
- E. The District Secretary will be responsible for getting the mailing list to the Communication Coordinator by the end of each year as she receives the new officers from the local organizations. A mailing to organization Presidents only will be sent out in the fall with all forms that need to be returned and along with any flyers for fall conference events.
- F. Shall act as a contact person for the webmaster of West Ohio Conference UMW.
- G. See that a copy of all printed programs and publicity as well as historical memorabilia is retained to be sent to the Archives in Delaware.
- H. Take and /or collect photos of District and WOC UMW events for display and use in the newsletter.

ARTICLE III COMMITTEES

SECTION 1: LEADERSHIP TEAM

- A. Encourage the spouse of the District superintendent to be a member of the District Mission team without vote.
- B. Meet 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. Those present constitute a quorum.
- C. Attend all meetings unless excused by the President prior to the meeting date.

SECTION 2: ADMINISTRATIVE COMMITTEE

- A. Consist of the President, Secretary, Treasurer, chair of nominations, and one member appointed by the President.
- B. Meet at the call of the President
- C. Transact emergency business and other business as requested by the Leadership Team or the President.

SECTION 3: STANDING RULES COMMITTEE

- A. Consist of the Secretary, as chairperson, and all other members of the leadership team
- B. Be responsible for reviewing the Standing Rules, annually, or more often as needed
- C. Present the revised Standing Rules, after approval by the Leadership Team, for vote at the District Annual Meeting.
- D. Proposed changes to the Standing Rules must be published on the website and in district newsletter at least 30 days before Annual Meeting.

SECTION 4: COMMITTEE ON NOMINATION

- A. Consist of 5 members elected in classes.
- B. Make every effort to provide an inclusive slate with regard to age, race, marital status, employment, geographical and handicapping conditions.
- C. Meet at the call of the Chairperson. All committee members are required to attend all meetings of the committee unless excused by the chair.
- D. Attend and participate in all NWP UMW meetings and events of the District as well as the Conference Annual Celebration, Leadership Development and Mission u.
- E. Attend all meetings of the District Leadership Team with voice and vote.

SECTION 5: GOALS COMMITTEE

- A. Shall consist of the Mission Coordinators and the president. The president shall appoint one Mission Coordinator to serve as chairperson.
- B. Meets before the August meeting to prepare the action goals for the next year. These are presented at the August Leadership Team meeting for approval.
- C. Lead the Leadership team in reviewing the goals quarterly.

SECTION 6: FINANCE COMMITTEE

- A. Consist of District Treasurer as Chair and all elected members of District Leadership Team.
- B. Meets annually at the June Leadership Team meeting for preparing the budget and pledge to Mission and other times at the call of Chair.

ARTICLE IV MEETINGS

SECTION 1: DISTRICT ANNUAL MEETING

The District Annual Meeting shall be held in the fall. Business conducted will be the election of officers, acceptance of the pledge to mission giving, the budget and standing rules.

SECTION 2: ASSEMBLY

The Conference will pay the registration for all District Officers in good standing who attend Assembly

SECTION 3: LEADERSHIP DEVELOPMENT

Leadership Development Training for the local organizations shall be held at the discretion of the District Mission Team. It may be held in conjunction with the Annual Day. All members of the local organization are encouraged to attend this district sponsored event.

SECTION 4: MISSION u

- A. All District Officers are expected to attend the Conference Mission u.
- B. Registration shall be paid for the district officers in good standing by the Conference UMW 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.
- C. It will be the responsibility of the individual officer to reimburse the Conference for any expenses incurred if she registers but fails to attend.

ARTICLE V: ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUNDS (A & MD)

Upon presentation of a completed voucher, and receipt when necessary 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 Treasurer will pay the bill. The A&MD fund will cover the following items for all elected officers and Appointed Members of the Leadership Team.

SECTION 1: TRAVEL

Round trip mileage will be reimbursed at a rate consistent with the rate paid by the West Ohio Conference United Methodist Women. Mileage is paid for District Committee Meetings, Special Days, Leadership Development Events, Conference and District Annual Meetings, visits to local organizations and Mission u. Members are encouraged to car pool.

SECTION 2: TELEPHONE

Long distance expenses, including conference calls of the Leadership Team 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 involved in producing and distributing the District Newsletter shall be reimbursed.

SECTION 6: LITERATURE

- A. Mission Resources Mailing service subscriptions from the MISSION RESOURCE CENTER shall be paid for by the Treasurer for 5 officers. Said subscriptions are to be sent directly to the officers. (President, Mission Coordinator for Education and Interpretation, Spiritual Growth, Secretary of Program Resources and the Communication Coordinator.)
- B. One set of the United Methodist Women's Handbook, which includes the Constitution and Bylaws and the FINANCIAL HANDBOOK for each district officer shall be purchased each quadrennium. These become part of the district officers' files and should be passed on to incoming officers.
- C. District Reading Program books shall be ordered each year at the amount determined by the Conference.

SECTION 7: SPECIAL DAYS/ LEADERSHIP DEVELOPMENT AND ANNUAL DAY

Expenses up to the budgeted amount, including travel, meals, registration and honoraria for guest speakers, child care fees not assumed by the local organizations and programming expenses shall be covered.

- A. Annual Day and Spiritual Day Apart Suggested Monetary Compensation
 - a. Pianist (if not a District team member) \$50.
 - b. Musical Group (if not team members) \$100 Vocalist (if not team member) \$50.00
 - c. Song leader (if not a District team member) \$25.00
 - d. Keynote speaker (if not a District team member) \$100.00 plus mileage
 - e. Sound Tech/AV up to \$100
 - f. Custodial following the church's policy up to \$ 100
 - g. The conference will pay mileage for the conference officer assigned to attend
- B. Programming, child care, fees not assumed by the local organizations, travel, and meals-for NWP District Leadership Team, and others deemed appropriate by the Leadership Team shall be covered.

SECTION 8: INCOMING OFFICERS/WOC ANNUAL CELEBRATION

All new incoming NWP District officers for the new year will have their registration paid to the Conference UMW Annual Celebration by the district.

SECTION 9: SPECIAL RECOGNITION

- A. As outlined in the Conference Standing Rules, 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 Mission team in accordance with the designations and amount as follow:
 - 1. DISTRICT PRESIDENT
 - a. Four consecutive years, Pearl Special Mission Recognition pin and certificate in her name

- b. One to three consecutive years, Sapphire Special Mission Recognition pin and certificate DISTRICT OFFICERS, EXCEPT PRESIDENT OR TREASURER
 - c. Four consecutive years: Sapphire Special Mission Recognition pin and certificate in her name
 - d. One to three consecutive years: Basic Special Mission Recognition pin and certificate in her name.
- 2. TREASURER
 - a. Six consecutive years: Pearl Special Mission pin and certificate in her name
 - b. Four consecutive years: Sapphire Special Mission Recognition pin and certificate in her name.
 - c. One to three consecutive years: Basic Special Mission Recognition pin and certificate in her name
- 3. MEMBER, DISTRICT COMMITTEE ON NOMINATIONS
 - a. One to four consecutive years: Basic Special Mission Recognition pin and certificate in her name.
 - b. Chairperson for a two-year term Sapphire Mission recognition in her name

Section 10: GIFT TO MISSION

- A. In the event of serious illness and/or hospitalization of a team member a gift to Mission in the amount of \$25.00 will be given.

SECTION 11: GIFT IN MEMEORY IN THE EVENT OF DEATH

- A. Death of a NWP District Mission Team member \$25.00 Gift in Memory
- B. Death of a member of the immediate family (spouse or child) of a NWP District Mission Team member and others as decided by the Administrative Committee \$25.00 Gift in Memory
- C. Death of an immediate past NWP District Officer \$25.00 Gift in Memory.

SECTION 11: DEPENDENT CARE

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

SECTION 12: FINANCIAL REVIEWS

Expenses for a financial review shall be covered.

ARTICLE VI: MISCELLANEOUS

SECTION 1: AMENDMENTS

Amendments to the Standing Rules may be made by a majority vote at any annual meeting.

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 the Standing Rules, Items to be archived include:

- A. Secretary Material minutes (more than four years old) program books, directories/yearbooks, and other pertinent information.
- B. Treasurer's Material financial reports (keep 8 years)

- C. Newsletters and other pertinent information.
- D. Committee on Nominations Material permanent tenure records
- E. All records (ARCHIVES) of the Northwest Plains United Methodist Women's Mission Team shall be stored at the Ohio Wesleyan University at Delaware, Ohio

SECTION 3: CONFIDENTIALITY

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

SECTION 4: 5 STAR GIVING

Five Star Giving includes the following:

- A. Meeting annual Pledge to Mission
- B. At least one Gift in Memory-minimum \$5.00
- C. At least one Gift to Mission-minimum \$5.00
- D. At least one Special Recognition –minimum \$40.00
- E. Thank Offering

NWP UMW Standing Rules Committee

Tina Basinger, Secretary and chairman of standing rules

Patty Ledyard, President

October 2018