

**OHIO RIVER VALLEY
STANDING RULES REVISION
2019 proposed**

STANDING RULES OF THE OHIO RIVER VALLEY (ORV) DISTRICT UNITED METHODIST WOMEN

These Standing Rules are a supplement to the Constitution and Bylaws of National United Methodist women of the United Methodist Church .They shall serve as a guide for District United Methodist Women.

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

ARTICLE I. ELECTIONS, NOMINATIONS AND APPOINTIVE PROCEDURES

Section 1. ELECTION

Election of district officers shall take place by acclamation or by ballot (in the event of nominations from the floor) by the voting delegates at the District Annual Meeting in accordance with Conference Standing Rules, ARTICLE I, including Effective Date and making sure to follow the Pattern of Election schedule.

Section 2: PATTERN OF ELECTION

District Leadership shall be elected at the Annual Meeting in the following pattern:

1. Elected in the uneven number years for two-year terms: President; Secretary

One Mission Coordinator, Communications Coordinator, Two Nominations Committee Members

2. Elected in the even number years for two-year terms: Vice President;

Treasurer; Mission Coordinator, the Secretary of Program Resources, Chairman of Nominations, Two Nominations Committee members

Section 3. DISTRICT SUPERINTENDENT'S SPOUSE

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

Section 4 Effective date same as conference officers.

ARTICLE II. DISTRICT LEADERSHIP RESPONSIBILITIES

Section 1. COMMON RESPONSIBILITIES

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, each District Officer/Team Member shall:

Communicate with her local counterparts a minimum of three times a year by newsletter, email or telephone

- a. Consult with the President before distributing communications, handouts or other Printed materials.
- b. Supply the President with a copy of any material to be mailed or e-mailed prior to Distribution.
- c. Supply the Secretary with written reports and motions to be included in the Minutes, prior to presentation to the team.
- d. Attend all District Executive Committee meetings, and 75% of Conference and District Annual Meetings, all training opportunities (both Conference and District), and Mission u (either for the week or the week-end) unless excused by the President. The Committee on Nominations shall be encouraged to attend all of the above.
- e. Shall participate in local visitation as defined by the Executive Committee.

Section 2. PRESIDENT

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the President shall:

- a. Review 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 various local agencies, boards, and visitation committee.
- c. Appoint a District Historian for a two-year term. Historian serves without vote.
- d. Complete an Officer Evaluation Form, as received from the Conference Chairperson of the Committee on Nominations, and return by October 15.
- e. Serve as the Chairperson of the Charter for Racial Justice Committee.
- f. Receive letters of resignation from District Mission Team members.
- g. Meet with Vice President and Mission coordinators to divide jobs before January board meeting.

Section 3. VICE PRESIDENT

Vice President shall:

- a. Serve as the contact person for Church Women United units where applicable. In the event the Vice President cannot serve in this position a designee may be appointed by the President.
- b. Be responsible for inviting and making arrangements for the following guests at the District Annual Meeting; host pastors and associates and spouses; Conference UMW officers; Women's Division Directors; and the District Superintendent and spouse.
- c. Assist Mission Coordinators with Annual Retreat Annual Day and with

data collection for Membership and Mission today. serve on visitation committee and serve as president in absence of president.

Section 4. SECRETARY

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and

Conference Standing Rules, the Secretary shall:

a Prepare a yearbook/directory listing district and local officers to be distributed to District Officers, the District Superintendent's office, Conference President, Conference Secretary, and Presidents of all local units within the District.

Said publication shall be prepared and distributed no later than February 28.

b Collect a current list of all local unit officers, addresses and emails to make a Available to Communications Chair and President.

Section 5. TREASURER

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Treasurer shall:

Call the meeting of the Committee on Finance to set the District Pledge and the Annual Administrative and Membership Development Budget to be presented to the District Executive Committee, the Conference Committee on Finance (at the February and August meeting) and the District Annual Meeting .

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 Executive Committee meetings,

Makes reservations for all elected District UMW leadership or Conference and/or District events and Mission u.

Receive registrations for all District sponsored events.

Submit an annual Financial Report for publication in the District newsletter.

Renew annually the Mission Resources Mailing Service subscriptions from the Service Center. Said subscriptions are to be sent directly to the President, Vice President, Mission Coordinator for Education and Interpretation, Secretary of Program Resources and the Communications Coordinator. Materials from these mailings may be distributed to other team members as deemed appropriate after being received by the above-mentioned officers.

Be responsible for ordering gifts honoring District leadership as stated in Article V, VI Section3, B of the Conference Standing Rules.

Supply District Mission Team members with vouchers/expense forms at all meetings and receive completed vouchers with receipts for reimbursement/payment.

Section 6. CHAIRPERSON, COMMITTEE ON NOMINATIONS

In addition to responsibilities stated in the Constitution and Bylaws, Handbook and

Conference Standing Rules, the Chairperson of the Committee on Nominations shall:

- a Call 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 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 the slate of nominees no later than the August Executive Committee meeting.
- f Supply newly elected officers with a packet containing the following items: a list Of District Officers/Executive Committee Members, a calendar of District and Conference events, 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/congregation has been elected to a District office and is thereby a member of the local United Methodist Women Executive Committee with 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 Article VI, Section 3, B of the Conference Standing Rules no later than August 1.

i Prepare brief biographies of those nominated for distribution at the District Annual Day.

These may be printed in the Program Book.

Supply the Secretary with a copy of tenure records and job descriptions to be kept in her files.

Communicates to the Mission Team that letters of resignation are to be sent to the President and not to the Chairperson of the Committee on Nominations.

Section 7. SECRETARY OF PROGRAM RESOURCES

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Secretary of Program Resources shall:

- 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 Service Center be sold at any meetings or events of the District UMW, as stated in Article II, Section 7, E of the Conference Standing Rules.

Section 8. MISSION COORDINATORS

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Mission Coordinator

- a. Provide for or give opportunity for members of the Mission Team to present a meditation as part of the agenda at Executive Committee meetings.
- b. Use the Prayer Calendar as part of devotions for meetings.
- c. Organize a spiritual retreat at least once a quadrennium.
- 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. Promote subscriptions to and use of UMW Action Network and other National United Methodist Women Publications.
- f. Promote Charter for Racial Justice events.
- g. Promote application for scholarships to Mission u and follow-up with recipients to insure a good experience at Mission u
- h. Encourage local units to plan and implement mission trips
- i. Shall promote and coordinate a Mission Enrichment Day at least twice during a quadrennium.
- J. Shall send Mission Today forms to local unit Presidents, receive completed forms, compile results for Annual Day Program.
- k. Work to determine needs of local units to enlist new members and new ways for inactive members to participate.
- l. Nurture to equip women in units to support each other in areas of leadership.
- m. Maintain current information on churches without UMW units and maintain communication through a contact person. Update information as needed
- n. Collect and input data from local units to National United Methodist Women's site about unit membership .

Section 9 COMMUNICATIONS COORDINATOR

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Communications Coordinator shall:

- a. Coordinate preparation of Program Book for District Annual Meeting and other program leaflets, promotional flyers, registration forms, and signs as directed by the Executive Committee.
- b. Submit copy for newsletter to the President for review before publication.
- c. Insure a calendar of dates of District and Conference events is published and distributed early in the year to assist local units in planning. This may be done in the newsletter.
- d. Maintain mailing list for district newsletter. Mailing list to include 4 members from each unit each Church Without UMW unit and others as deemed appropriate by the executive committee. (These may include

pastors, contact people in churches without units, etc.)

Members of District team conference team and unit members if requested will receive an email copy of the newsletter

Section 10. 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 Scrapbook or other means of collection.
- b. Take and/or collect photos of District events for display.

In the event that a Historian is not appointed, the Communications Coordinator shall serve in that capacity.

ARTICLE III. COMMITTEES

Section 1. LEADERSHIP COMMITTEE

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Executive Committee shall:

- a. Encourage the spouse of the District Superintendent to be a member of the District Mission Team without vote.
 - b. Meet a minimum of 6 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.
 - d. Encourage members of the District Committee on Nominations to attend all meetings of the Executive Committee, with voice, and vote
- Conference officers living in District shall be encouraged to attend all meetings of leadership team with voice and vote.

Section 2. ADMINISTRATIVE COMMITTEE

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Administrative Committee shall:

- a. Consist of the President, Vice President, Secretary, Treasurer, Chair of Nominations and a member appointed by the President.
- b. Meet at the call of the President.
- c. Transact emergency business and other business as referred by the Executive Committee or the President.

Section 3. STANDING RULES COMMITTEE

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Standing Rules Committee shall:

- a. Consist of the Secretary, as chairperson, the President and One

- other, appointed by the President.
- b. Be responsible for reviewing the Standing Rules, annually, or more often, as needed.
- c. Present the revised Standing Rules, after approval by the Executive Committee, for vote at the District Annual Meeting.

Section 4. COMMITTEE ON NOMINATIONS

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Committee on Nominations shall:

- a. Consist of 5 members, .Each with two-year terms but limited to 4 years chair plus 4 members
- 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 meetings and events of the District and Conference.
- e. Attend all of the District Executive Committee, where they have voice and vote.

Section 5. GOALS COMMITTEE

In addition to responsibilities stated in the Constitution and Bylaws, Handbooks and Conference Standing Rules, the Goals Committee shall:

- a. Consist of a chairperson,[appointed by the President,] the President, Vice President, and the two Mission Coordinators.
- b. Prepare and present to the District Mission Team a list of goals to be in place for the following year. These goals should reflect the areas of emphasis as set forth by the Conference as well as those specific for the District.

ARTICLE IV. MEETINGS

Section 1. DISTRICT ANNUAL MEETING

The District Annual Meeting shall be held in September. Business which must be conducted to include Election of Officers, and acceptance of the Pledge, Budget and Standing Rules.

Section 2. ASSEMBLY AND JURISDICTION

The registration shall be paid for Conference and District Officers, and Members of Conference and District Committees on Nominations attending Assembly. Only President for Jurisdiction.

Section 3. LEADERSHIP ENRICHMENT

Leadership Enrichment Training for the local units shall be held as soon as possible following Conference Leadership Enrichment Training.

Section 4. MISSION u

All District Officers are expected to attend the Mission u

- a. Registration shall be paid for elected officers 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.
- b. In the event one of the elected officers 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 for any expenses incurred if she registers but fails to attend.

ARTICLE V. ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUNDS

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 Executive Committee.

Section 1. TRAVEL

- a. Mileage – round trip mileage at a rate consistent with the rate paid by the Conference. Mileage is paid for District Committee Meetings, Special Days, Leadership Enrichment Events, Conference and District Annual Meetings and visits to local units. Members are encouraged to carpool.
- b. Mileage compensation for travel to the Mission u is requested through the District treasurer and reimbursed by the Conference treasurer.

Section 2. POSTAGE

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

Section 3 OFFICE SUPPLIES

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

Section 4. NEWSLETTER

All expenses involved in producing and distributing the District Newsletter shall be reimbursed.

Section 5. LITERATURE

- a. Mission Resource Mailing Service subscriptions from the Service Center shall be paid for by the Treasurer. Said subscriptions are to be sent directly to the President, Vice President, Mission Coordinator for Education and Interpretation, Secretary of Program Resources and the Communications

Coordinator.

- b. One set of District and Local Handbooks and a copy of the Constitution and Bylaws for each officer and members 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..
- c. District Reading Program books shall be ordered each year at the amount determined by the Conference.

Section 6. SPECIAL DAYS

Expenses, up to the budgeted amount, including travel, meals and honorarium for guest speakers, childcare fees not assumed by the local unit, and programming expenses shall be covered. No special offering shall be taken for presentation to the guest speaker but an honorarium of \$75. for ½ day speaker and \$125. for a full day speaker may be given.

Section 7. ANNUAL MEETING

- a Conference Annual Meeting registration and travel for elected District Officers, District Superintendent and spouse shall be covered,
- b District Annual Meeting expenses- programming, childcare fees not assumed by the local unit, travel, meals and honorarium for guest speakers, meals for District Officers, Committee on Nominations and others deemed appropriate by the Executive Committee shall be covered.
- c Shortage and postage for consignment orders from the Service Center shall be covered.

Section 8. LEADERSHIP ENRICHMENT

- a. Programming, childcare fees not assumed by the local unit, honoraria and travel for guest speakers shall be covered.
- b. Shortage and postage for consignment orders from the Service Center shall be covered.

Section 9. SPECIAL RECOGNITION

- a. As outlined in the Conference Standing Rules, Article V, VI Section 3, B.
- b. In lieu of flowers, the Treasurer shall send a Gift in Memory in the event of the death of a Mission Team member or a member of the immediate family of a Mission Team member, or past District Officer in an amount determined by the Executive Committee.

Section 10. DEPENDENT CARE

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

Section 11. FINANCIAL REVIEW

Expenses for an annual financial review shall be covered.

Section 12. PAYMENT PROCEDURE

- a. All written requests for reimbursement must be given to the District Treasurer within 60 days of the event or service.
- b. When reimbursing District Officers for travel to Conference events, the District Treasurer shall submit a total bill from the district to the Conference

Treasurer for payment. The District Treasurer shall then reimburse the Individual District Officers.

Section 13. MISCELLANEOUS

Necessary expenses approved by the Executive Committee 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 Executive Committee, providing a thirty-day notice is given in writing to all members of the Executive Committee.

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. Records from predecessor district(s).
- b. Secretary's Material – minutes (more than four years old), program books, directories/yearbooks, and other pertinent information.
- c. Treasurer's Materials – financial reports (more than four years old)
- d. Historian's and or Communications Coordinator's- photo/scrapbooks and other pertinent information.
- e. Committee on Nominations' Material- permanent tenure records.

Section 3. CONFIDENTIALITY

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

