

**CAPITOL AREA SOUTH DISTRICT UNITED METHODIST WOMEN  
WEST OHIO CONFERENCE FOR THE YEAR 2019  
STANDING RULES      updated 8.30.2018**

These standing rules are a supplement to the 2017 – 2020 Constitution Bylaws of the National United Methodist Women of the United Methodist Church. It is important to understand this is a supplement to the Constitution and Bylaws, Handbooks, and the Conference UMW Standing Rules and should be consulted and used in conjunction with this document.

**ARTICLE I. ELECTIONS, NOMINATIONS AND**

**APPOINTMENT PROCEDURES**

**Section 1. Elections**

- A. Election of officers shall take place by acclamation or by ballot (in the event of nominations from the floor) by voting delegates at the District Annual Meeting in accordance with the Conference Standing Rules, making sure to follow the Pattern of Election and include the effective dates.

**Section 2. District Superintendent's Spouse**

- A. The spouse of the presiding District Superintendent shall be invited and encouraged to be part of the District Team without vote.

**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:

- A. Communicate with her local counterpart a minimum of three times a year 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 materials to be mailed or emailed prior to distribution.
- D. Supply the Secretary with written reports and motions to be included in the Minutes, prior to presentation to the team.
- E. Attend all District Leadership Team meetings, Conference and District Annual Meetings, all leadership development opportunities (both Conference and District) and the Conference Cooperative Mission u (either for the week or the weekend unless excused by the President.
  - Participate in local visitations as defined by the Leadership Team.
  - Attend at least 75% of the required meetings and events in order to be eligible for any conference paid registration fees, unless excused by the President.
  - Required to car pool whenever possible.
  - Provide a job description to the President and Chair of Nominations after completing the first year of their term of office.
  - Provide an article for every newsletter.
  - Complete minimum of level 1 in the Reading Program.

- F. Any officer who does not meet the requirements as set forth in Article II, Section 1 of the officer's job description will meet with the District President and the Chair of Nominations for review and may be asked to submit a letter of resignation to the District President.

Section 2. 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, Finance Committee, and the Program Committee and various local agencies and boards including the District contact person for Church Women United.
- C. Complete an Officer Evaluation Form, as received from the Conference Chairperson of the Committee on Nominations, and return by October 15<sup>th</sup>.
- D. Receive letters of resignation from District Leadership Team members.
- E. Preside over all District Leadership Team meetings.
- F. Serve on West Ohio Conference United Methodist Women Leadership Team.

Section 3. VICE PRESIDENT SHALL:

- A. Officiate Leadership Team meetings in the absence of the President.
- B. 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.
- C. Plan the District Annual Meeting, Leadership Training and Spring Day Apart in conjunction with the Mission Coordinator of Spiritual Growth/Membership, Nurture and Outreach and the appointed Program Committee.
- D. Invite and make arrangements for the following guests at the Spring Day Apart and the District Annual Meeting: host pastors, associate pastors, Conference UMW Officers, and National United Methodist Women Directors residing within the District, and the District Superintendent and spouse, Bishop and spouse, and any others serving with the District Superintendent.***

Section 4. SECRETARY SHALL:

- A. Prepare and send minutes of Leadership Team Meetings to the District President for review within seven days of the meeting, electronically whenever possible.
- B. Send the reviewed minutes of the Leadership Team Meeting within 15 days of the meeting to the District, Team Conference President, and Conference Secretary, electronically whenever possible.
- C. Prepare a 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 organizations within the District. Said publication shall be prepared and distributed no later than February 28<sup>th</sup>, electronically whenever possible.
- D. Retain tenure records, and job description of all offices, past and present provided by the Chair of Nominations.
- E. Shall receive from the local Secretaries the lists of locally elected leadership immediately after election. The Secretary shall distribute the lists of officers to all District officers.

- F. Serve as chairperson of the Standing Rules Committee to ensure changes are ready for a vote forty-five days before Annual Meeting.
- G. Keep attendance records of Leadership Team Meetings.

Section 5. TREASURER SHALL:

- A. 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 Leadership Team, the Conference Committee on Finance (at the February and August meetings) and the District Annual Meeting.
- B. Provide the District President and the Conference Treasurer with a monthly financial report (even if the team does not meet monthly) and a copy to each member of the Mission Team at Leadership Team meetings.
- C. Send Conference Treasurer yearly financial reviews, monthly remittances, and monthly Administration and Membership Development (AM&D reports). Proper forms are provided in the UMW Handbook.
- D. Make reservations for all elected District UMW Leadership for Conference and/or District events.
- E. Receive registrations as well as record attendance for all District sponsored events.
- F. Submit an annual Financial Report for publication in the District Newsletter.
- G. Submit a Mission Giving Report for publication in each District Newsletter.
- H. Renew annually the Mission Resources Mailing Services subscriptions from the service center. Said subscriptions are to be sent directly to the President, Vice President, and Mission Coordinator for Education and Interpretation/ Social Action, Program Resources Coordinator 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.
- I. Order gifts honoring District leadership as stated in honoring Conference Leadership of the Conference Standing Rules.
- J. Supply District Missions Team members with vouchers/expense forms at all meetings and receive completed vouchers with receipts for reimbursement / payment.
- K. Order all Gift to Mission cards and Special Mission Recognition Certificates and pins.
- L. Serve on the Leadership Team and other committees when dealing with financial matters.
- M. Be prepared with the necessary records to answer financial questions that arise at Leadership Team meetings.
- N. Retain records and reports for 7 years as recommended by the Comptroller of UMW National.
- O. Purchase a UMW Handbook for each District officer at the beginning of each Quadrennial.

Section 6. CHAIRPERSON, COMMITTEE ON NOMINATIONS SHALL:

- A. Call a meeting of the Committee on Nominations as soon as possible following Spring District Event 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 term 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 to be approved at the August Leadership Team meeting. Send contact information of the approved slate to the Conference Secretary,
- F. Supply newly elected officers with a packet containing the following items: a list of CAS District Officers, a calendar of District and Conference events, local organizations officer directory, and a copy of the latest District Standing Rules.
- G. *Send a letter notifying the President of the local organization and the pastor that a member of their local organization/congregation has been elected to a District office and is thereby a member of the Local United Methodist Women's 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 Section 10 of the District Standing Rules no later than September 1.
- I. Collect brief biographies of those nominated for distribution at the District Annual Meeting. These may be printed in the Program Book.
- J. Supply the Secretary with an electronic copy of tenure records and job descriptions to be kept in her files.
- K. Communicates to the Leadership Team that letters of resignation are to be sent to the President and NOT to the Chairperson of the Committee on Nominations.

Section 7. PROGRAM RESOURCES COORDINATOR 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 them available at all meetings of the District Team. Library should be kept current and attractively displayed.
- C. Recognize District officers as well as local organizations that complete a minimum of level 1 in the Reading Program. Deadline: January 1

Section 8. MISSION COORDINATOR FOR MEMBERSHIP, NURTURE and OUTREACH /SPIRITUAL GROWTH COORDINATOR SHALL:

- A. Provide for or give the 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. Plan District Day Apart to include language and images in worship that affirm women youth, and young women, people of color and different ethnicities and people with physical challenges in cooperation with the Vice President and Program Committee.
- D. Assign, coordinate and evaluate the Shepherdess assignments, maintaining continuity of assignments for returning officers. Insure officers are actively working with their assigned local organizations providing information and problem resolutions as needed as well as gathering needed membership and local officer information needed by the District and Conference.
- E. Determine needs of local organizations to enlist new members and develop new ways for inactive members to participate.
- F. Maintain current information on churches without UMW organizations and maintain communication through a contact person. Update information as needed,
- G. *Assist our local organizations to report their year-end total membership to both the Conference Mission Coordinator and the census entered into National UMW website.*

- H. Compile names of deceased members and conduct a Memorial Service at District Day Apart.
- I. Plan and implement in cooperation with the Vice President and the Program Committee the annual Galilean Service. Insure that the Women in Mission Nomination Form is included in the Fall District Newsletter and that return nominations are reviewed and women recognized at the District Annual Celebration.

**Section 9. MISSION COORDINATOR FOR SOCIAL ACTION, EDUCATION AND INTERPRETATION SHALL:**

- A. Promote National United Methodist Women quadrennial areas of emphasis on which the District will focus through prayer, study and action.
- B. Promote subscriptions to and use UMW Action Network and other National UMW Publications.
- C. Promote UMW Seminar Trips, providing Conference Scholarships when available by encouraging District Team members to apply for the Conference Scholarships if they have not previously attended.
- D. Coordinate with the District Vice President and the Program Committee a biannual Charter for Racial Justice District event and promote the West Ohio Conference event.
- E. Prepare a list of Social Action issues to be adopted by the District Leadership Team at the first Leadership Team meeting of the year and forward it to the appropriate Conference Coordinator.
- F. Assure a good experience for District scholarship recipients at WOC Mission u.
- G. Include Mission Today forms in the Fall District Newsletter and receive completed forms. Compile results and acknowledge local organizations that met at least minimum requirements for a Mission Today organization at the Spring Day Apart.
- H. Coordinate displays for District Annual Meeting.

**Section 10. COMMUNICATIONS COORDINATOR SHALL:**

- A. Coordinate preparation of Program Books for the Day Apart and District Annual Meetings and other program leaflets, promotional flyers, registration forms and signs as directed by the Leadership Team.
- B. Submit rough draft of newsletters 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 organizations in planning. This may be done in the newsletter.
- D. Maintain the mailing list for the District newsletters. Anyone can receive the newsletter electronically when requested including all District Leadership Team members, all local organization officers in the District, all Conference officers, District Superintendent and others as deemed appropriate by the Leadership team.
- E. Retain a copy of all printed programs and publicity as well as historical memorabilia. Take and collect photos of District events for display.

## **ARTICLE III: COMMITTEES**

### **Section 1. LEADERSHIP TEAM SHALL:**

- A. Encourage the spouse of the District Superintendent to be a member of the District Leadership Team, without vote.
- B. Meet a minimum of six times a year. Consideration shall be given to scheduling meetings at times the make it possible for any woman to serve. Those present constitute a quorum.

### **Section 2. ADMINISTRATION COMMITTEE SHALL:**

- A. Consist of the President, Vice President, Secretary, Treasurer and a member appointed by the President.
- B. Meet at the call of the President.
- C. Transact emergency business as needed by the Leadership Team or the President.

### **Section 3. STANDING RULES COMMITTEE SHALL:**

- A. Consist of the Secretary, as chairperson, the President and three others appointed by the President.
- B. Be responsible for reviewing the Standing rules annually or more often as needed.
- C. Submit revisions to the Leadership Team for approval. Approved revisions shall be given to the local organizations 30 days prior to the District Annual Meeting for vote.

### **Section 4. COMMITTEE ON NOMINATIONS SHALL:**

- A. Consist of five members, elected in classes, one for each calendar year.
- B. Make every effort to provide an inclusive slate without regard to age, marital status, employment, geographic area, handicap conditions, or race.
- 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.

### **Section 5. PROGRAM COMMITTEE SHALL:**

- A. Consist of the Vice President, Coordinator of Education and Interpretation/ Social Action, Coordinator of Membership, Nurture and Outreach/Spiritual Growth with at least two other members appointed by the President and led by the Vice President.
- B. Plan District Annual Meeting, Leadership Training, Day Apart and Galilean Service.
- C. Invite the following guests at the District Annual Meeting: pastor and associate pastors of host church, Conference UMW officers, National United Methodist Women Directors residing within the District and the District Superintendent and spouse.

### **Section 6. GOALS COMMITTEE SHALL:**

- A. Consist of a chairperson appointed by the President, and the Mission Coordinators.
- B. Prepare and present to the District Leadership Team, by August 31 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.

Section 7. CHARTER FOR RACIAL JUSTICE COMMITTEE SHALL:

- A. Consist of the Vice President as chair, Mission Coordinator for Social Action/ Education and Interpretation, Chairperson of the Committee on Nominations, and one additional member of the Leadership Team, appointed by the President.
- B. Be responsible for implementing an event, seminar, workshop etc. with emphasis on the Charter for Racial Justice. This event to be held every two years and may be held in conjunction with another event, such as Leadership Training or District Annual Meeting. The program is to be prepared by the Vice President, Program Committee and Education and Interpretation/Social Action.

Section 8. FINANCE COMMITTEE SHALL:

- A. Be called and chaired by the Treasurer and will include the District President and two other District Officers appointed by the President. The Committee on Finance will meet to set the District Pledge and the annual Administrative and Membership Development Budget.
- B. Present the budget and pledge for vote to the District Leadership Team to the August conference Committee on Finance and at the District Annual Meeting.

## **ARTICLE IV. MEETINGS**

Section 1. DISTRICT ANNUAL MEETING

- A. The Leadership Team shall determine the date of the District Annual Meeting. Business, which must be conducted includes, election of Officers, acceptance of the Pledge and Budget and also the revision of the Standing Rules.

Section 2. ASSEMBLY AND JURISDICTION

- A. The registration shall be paid by the conference for the District Officers who attend Assembly, provided they meet attendance requirements. The Conference shall pay for District Presidents only to attend Jurisdictional events.

Section 3. LEADERSHIP TRAINING

- A. Leadership Development for the local organization shall be held as soon as possible following the Conference Leadership Development. Leadership training is done online.

Section 4. COOPERATIVE MISSION u

- A. Registration and travel shall be paid for the elected officers by the Conference UMW for those attending either the week school or the weekend event, provided they meet attendance requirements. Those attending for the one day event shall do so at their own expense.
- B. In the event one of the 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 register but fails to attend.

## **ARTICLE V. ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUNDS**

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

### **Section 1. TRAVEL**

- A. Mileage – round trip mileage at a rate consistent with the rate paid by the Conference mileage. Mileage is paid for District Committee Meetings, Special Days, Leadership training events, Conference and District Annual Meetings and visits to local units. Members are encouraged to carpool.
- B. Mileage compensation to the Mission u will be reimbursed by the Conference.

### **Section 2. POSTAGE**

- A. Postage necessary for carrying out the responsibilities of the offices shall be reimbursed.

### **Section 3. SUPPLIES**

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

### **Section 4. NEWSLETTERS**

- A. All expenses involved in producing and distributing the District Newsletter shall be reimbursed. Newsletters shall be e-mailed whenever possible.

### **Section 5. LITERATURE**

- A. Mission Resources Mailing Service subscriptions from the Mission Resources will be ordered by the Treasurer and sent directly to the President, Vice President, Mission Coordinator for Social Action/Education and Interpretation, Program Resources Coordinator and the Communication Coordinator.
- B. One set of District and Local handbooks and a copy of the Constitution and Bylaws for each officer shall be purchased each quadrennial. These become part of the District Officer's files and should be passed on to incoming officers.
- C. Books for the District Reading Program Library shall be ordered by Program Resources Coordinator each year at the amount determined by the Conference.

### **Section 6. SPECIAL DAYS**

- A. Spring Day Apart and Annual District Meeting (Budget \$350.00) Expenses up to the budgeted amount plus lunch and travel for the District Leadership Team (provided they meet attendance requirements. District Superintendent and spouse and the following participating guests will be covered.



Suggested monetary compensation as follows:

Pianist	\$25.00*
Music Song Leader	\$25.00*
Special Music	\$75.00
Keynote Speaker, Panelists, etc.	\$25.00*
Church Custodial Staff	\$50.00
Sound Tech and/or AV up to	\$100.00
*Honorarium Gift to Mission	

B. Galilean Service (Budget \$300.00)

Expenses up to the budgeted amount and travel for the District Leadership Team (provided they meet attendance requirements. Participating quests will be covered.

Suggested monetary compensation as follows:

Special Music	\$75.00
Keynote Speaker, Panelists, etc.	\$25.00*
*Honorarium Gift to Mission project.	

Section 7. SPECIAL RECOGNITIONS.

A. Special Recognition Honoring District Leadership President

Four consecutive years: Sapphire Special Mission Recognition Pin in her name and \$25.00 Gift to Mission. Less than four consecutive years: Basic Special Recognition Mission pin Officer. (other than the President and Treasurer)

Four consecutive years: Basic Special Mission Recognition Pin in her name. Less than four consecutive years: Gift to Mission in the amount of \$20.00.

B. Treasurer

Six consecutive years: Sapphire Special Mission Recognition Pin in her name  
For less than six years: \$5.00 Gift in Mission in her name for each year served.

C. Special Recognition Honoring District Officers other than the President and Treasurer. Four consecutive years: Sapphire Special Mission Recognition Pin in her name and \$25.00 Gift to Mission. Less than four consecutive years: Basic Special Recognition Mission pin Officer Four consecutive years: Basic Special Mission Recognition Pin in her name. Less than four consecutive years: Gift to Mission in the amount of \$20.00.

D. In lieu of flowers, the treasurer shall send a \$25.00 Gift in Memory in the event of the death of a Mission Team member of the immediate family of a Mission Team member or past District Officer in an amount determined by the Executive Committee.

Section 8. DEPENDENT CARE

- A. Reasonable dependent care expenses incurred while attending Leadership Team meetings and other District and Conference events shall be reimbursed at a rate of no more than \$7.50 per person per hour.
- B. Dependent care is defined as any child or adult family member who resides in an officer's home and cannot stay alone.

Section 9 FINANCIAL REVIEW

- A. Expenses for an annual financial review shall be covered.

Section 10. MISCELLANEOUS

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

**ARTICLE VI. MISCELLANEOUS**

Section 1. AMENDMENTS

- A. 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 archive all materials as follows:

- A. Records from predecessor Districts
- B. Secretary's materials – minutes, program book, directories/yearbooks and other pertinent information.
- C. Treasurer's materials – financial reports (for the previous and current quadrennial).
- D. Historian's and/or Communications Coordinator's photos/scrapbooks and other pertinent information.
- E. Committee on Nominations' materials – permanent tenure records

Section 3. CONFIDENTIALLY

- A. 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.

Prepared by: Penny Scott, CAS UMW Secretary.

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