

2020 STANDING RULES
MIAMI VALLEY DISTRICT UNITED METHODIST WOMEN
OF THE WEST OHIO CONFERENCE

These Standing Rules are a supplement to the 2017-2020 *Constitution and Bylaws* of the National United Methodist Women of 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*, Handbook and 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 members at the district Annual Gathering in accordance with Conference Standing Rules, Article 1, as follows, 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 Gathering in the following pattern:

- a. Elected in the uneven number of years for two-year terms: President; Secretary; Chairperson, Committee on Nominations; and one Mission Coordinator.
- b. Elected in the even number years for two-year terms: Treasurer and one Mission Coordinator.
- c. Each elected officer shall take office January 1. Retiring officers shall turn over all materials including Handbook and inventory of items, to newly elected officers by January 1.

ARTICLE II. DISTRICT LEADERSHIP RESPONSIBILITIES

Section 1. GENERAL REQUIREMENTS OF ELECTED LEADERSHIP

The elected leadership shall:

- a. Participate in communication and visitation as defined by the Leadership Team.
- 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 emailed prior to distribution.
- d. Prepare for and attend all district Leadership Team and Sub-Committee meetings of which she is a member, Conference Annual Celebration, District Annual Gathering, District Spring Conference, District Spiritual Growth Retreat, Conference Leadership Development Days, and Mission u (either for the week or the weekend) unless excused by the President.
- e. Have the ability to communicate through email and print attachments.
- f. Serve as member of her local unit leadership team with vote.
- g. Promote and participate in the Reading Program.

Section 2. PRESIDENT

The President shall:

- a. Review the minutes before distribution by the Secretary within ten (10) days of the meeting.
- b. Appoint members to various committees as deemed necessary, including, but not limited to, the Standing Rules Committee, Miami Valley District UMW Representative to the Otterbein-Lebanon Auxiliary Board, Church Women United, and various local agencies, boards, etc.

- c. Complete an Officer Evaluation Form for each district officer, as received from the Conference Chairperson of the Committee on Nominations.
- d. Serve as a member of the Conference Leadership Team.
- e. Receive letters of resignation from District Leadership Team members.
- f. Serve as a board member to the Wesley Community Center or appoint a board member.
- g. If the president cannot fulfill her duties, a member of the Administrative Committee, approved by the Leadership Team, will continue the responsibilities of president.
- h. Serve as a member-at-large to the Annual Conference.

Section 3. SECRETARY

The Secretary shall:

- a. Prepare and maintain an electronic copy of the District Directory of conference, district, and local officers, and a list of active units. Said publication shall be distributed to the district officers; the District Superintendent's office; Conference President, Secretary and Communications Coordinator; and the Presidents of the Local Organizations within the district no later than February 28 with at least one update if needed during the year, no later than September 30.
- b. Keep a complete permanent tenure record of all past and present district officers in the official file along with the Chairperson of the Committee on Nominations.
- c. Send meeting minutes to the President for review prior to distribution. Minutes will be sent electronically to all members of the Leadership Team and to other appropriate persons within ten (10) days of the meeting.
- d. Send an electronic copy of the approved district elected leadership team minutes to the Conference Secretary.
- e. Send an electronic copy of the approved district elected leadership, with contact information, immediately after election to the Conference Secretary and all District Leadership Team members.
- f. Serve as chairperson of the Standing Rules Committee.
- g. Maintain the designated permanent records as per Article VI, Section 2.

Section 4. TREASURER

The Treasurer shall:

- a. Call the meeting of the Committee on Finance semi-annually in accordance with Article III, Section 6-B.
- b. Submit to the Conference Treasurer the following:
 - 1) Copy of the approved budget and pledge prior to the Conference Committee on Finance meeting held in August.
 - 2) End-of-year financial statement and a copy of the financial review.
 - 3) Monthly statement of the District Administration and Membership Development Fund with monthly remittance.
- c. Provide an electronic copy of the monthly financial report and Administration and Membership Development Fund (even if the team does not meet monthly) to each member of the Leadership Team.
- d. Submit an annual Financial Report for publication in the first newsletter of the following year.
- e. Renew annually the Mission Resources mailing service subscriptions from the Mission Resource Center. Said subscriptions are to be sent directly to the President, Secretary, Treasurer, Chairperson of the Committee on Nominations, and a person designated by the President. Materials from these mailings may be distributed to other team members as deemed appropriate after being received by the above-mentioned officers.
- f. Be responsible for ordering gifts honoring district leadership as stated in Article V, Section 10.

- g. Receive completed vouchers with receipts for reimbursement/payment and remit the requested reimbursements in a timely manner.
- h. Receive Community Care Campership funds and make distribution of monies on the recommendation of the Campership Oversight Board; and report the distribution to the Leadership Team.
- i. Maintain as transient all funds designated for the approved district mission project sites.
- j. Maintain detailed electronic accounting of local organization giving and Administration and Membership Development Funds.
- k. Serve as member of Conference Committee on Finance which meets semi-annually.
- l. Serve as registrar for district events.
- m. Receive Friends of Wesley Center funds and make distribution of monies at least quarterly. Report name of unit or individual donation amount and contact information to the Chairperson of Wesley Center Steering Committee.

Section 5. CHAIRPERSON. COMMITTEE ON NOMINATIONS

The Chairperson of the Committee on Nominations shall:

- a. Call a meeting of the Committee on Nominations no later than February 1 for the purpose of team building and formulating plans of action.
- b. Consult with the President prior to the first meeting of the committee to review needs of the team.
- c. Maintain a pool of candidates and their skill sets.
- d. Review completed slate with President by July 31.
- e. Present the slate of nominees no later than the August Leadership Team meeting. After approval by the Leadership Team, the slate will be distributed at least thirty (30) days prior to the Annual Gathering to all local organizations.
- f. Send the Secretary: names, addresses, zip codes, telephone numbers and email addresses of all nominees as well as classes of the Committee on Nominations within a week after the August Leadership Team meeting.
- g. Prior to being listed on the slate, meet, discuss, and supply prospective nominees with pertinent information which fully explains the duties and participation required by virtue of that office including:
 - 1) Calendar of district and conference events
 - 2) Standing Rules, highlighting job description and responsibilities
 - 3) Requirement to attend those events listed in Article II, Section 1-d
 - 4) Importance of attending all district sponsored events
 - 5) Reimbursement policy
 - 6) Requirement to sign a covenant committing her to fulfilling the obligations of that office and other designated district responsibilities
 - 7) Requirement to act as a liaison to the Local Organizations as assigned by the Leadership Team
- h. Supply (electronically) to newly elected officers a packet containing the following items: a calendar of district and conference events, a District Directory, a copy of the District Standing Rules, and current Handbook.
- i. 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 thereby serves as a member of the local United Methodist Women Leadership Team with vote.
- j. Supply 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.
- k. Collect brief biographies of those nominated for distribution at the district Annual Gathering by August 31. Copies will be sent to the Chairperson of Committee on Program.

- l. Supply the Secretary with a copy of tenure records to be kept in her files.
- m. Communicate to Leadership Team that letters of resignation are to be sent to the President and not to the Chairperson of the Committee on Nominations.
- n. Prepare an evaluation sheet—committee evaluates each officer no later than November 30.

Section 6. MISSION COORDINATORS

The Mission Coordinators shall:

- a. Serve as the liaison for the district mission projects.
- b. Strengthen relationships with the district mission projects by connecting with each site through visits, phone calls, and emails.
- c. Promote the district mission projects by communicating the purpose, goals, and needs of each site to the district membership.
- d. Serve on the district committees that support the mission sites as appointed by the President.
- e. Develop strategies to engage the district membership in service projects and advocacy in support of designated district, conference, national, and global missions.
- f. Identify representatives who are trained or are willing to be trained/educated in the designated social action/justice areas to serve as resources on public policy and legislative issues, and to be part of task forces as assigned by the Leadership Team.

Section 7. OTHER TASKS, RESPONSIBILITIES, AND DUTIES TO BE DIVIDED AND SHARED AMONG THE LEADERSHIP TEAM

- a. Purchase reading program books annually at the amount determined by the Conference for promotion and use by the District Leadership Team.
- b. Maintain a library of reading program books and have it available at all meetings of the District Leadership Team. Library should be kept current and attractively displayed.
- c. Take responsibility for tasks relating to the program resources and reading program books for district events.
- d. Collect Mission Today and Reading Program forms from the Local Organizations and prepare a list for publication in the spring newsletter (*The Voice*), recognizing their participation in these programs.
- e. If requested by the unit, prepare certificates for Mission Today, 5-Star Giving and the Reading Program.
- f. Collect Local Organization membership numbers from the Local Organizations and report information to the conference team leader responsible for completing the conference membership report, and submit data electronically through unitedmethodistwomen.org.
- g. Coordinate and publish the district newsletter, *The Voice*, two times annually which includes: gathering articles, laying out newsletter, coordinating with the President for review before publishing, sending approved newsletter to the printer, ensuring that the newsletter is distributed electronically to all members on the district email list and that it is posted on the conference website.
- h. Coordinate electronic communication capability, such as Constant Contact and Mail Chimp, which includes: managing contact lists, communicating with Leadership Team and Local Organization members to gather information, developing and sending emails.
- i. Prepare a report for each district-sponsored event to be presented to the Leadership Team at the following meeting.

ARTICLE III. COMMITTEES

Section 1. LEADERSHIP TEAM

The Leadership Team shall:

- a. Meet a minimum of five 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.
- b. Elected officers, members of the Committee on Nominations, and all appointed positions with voice and vote are expected to attend all meetings unless excused by the President. If a district officer has an unexcused absence from two consecutive Leadership Team meetings, she may be replaced upon recommendation of the Leadership Team.

Section 2. ADMINISTRATIVE COMMITTEE

The Administrative Committee shall:

- a. Be comprised of the President, Secretary, Treasurer, Chairperson of the Committee on Nominations and one person appointed by the President.
- b. Meet at the call of the President.
- c. Transact emergency business and other business as referred by the Leadership Team or the President.

Section 3. STANDING RULES COMMITTEE

The Standing Rules Committee shall:

- a. Be comprised of the Secretary, as chairperson, the President and others 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 Leadership Team, to local organizations at least thirty (30) days prior to District Annual Gathering.
- d. Present the revised Standing Rules for vote at the District Annual Gathering.

Section 4. COMMITTEE ON NOMINATIONS

The Committee on Nominations shall:

- a. Be comprised of 3 members, elected in classes.
- b. Make every effort to provide an inclusive slate with regard to age, race, marital status, employment, geography, 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. Complete tasks assigned by the chair.
- e. Attend and participate in all meetings and events of the district and conference.
- f. Attend meetings of the District Leadership Team, with voice and vote.
- g. Evaluate each officer no later than November 30th.

Section 5. COMMITTEE ON PROGRAM

The Committee on Program shall:

- a. Be comprised of the chairperson appointed by the President and approved by the Leadership Team, representatives from the Leadership Team, at least one from a Local Organization, and others as deemed necessary.
- b. Plan and carry out programs that contribute to the fulfillment of the PURPOSE including the Annual Gathering and/or special programs (i.e. workshops, seminars, and retreats).
- c. Evaluate effectiveness of each event and report to the Leadership Team at the next meeting.

Section 6. COMMITTEE ON FINANCE

The Committee on Finance shall:

- a. Consist of the Leadership Team with the Treasurer serving as chairperson.
- b. The committee shall meet semi-annually and on the call of the chairperson. One meeting will be held in February for financial analysis and goal setting. One meeting will be held no later than June for the purpose of preparing and recommending the budget and pledge.

Section 7. CAMPERSHIP OVERSIGHT BOARD

The Community Care Oversight Board shall:

- a. Be comprised of representatives from the District Leadership Team (President, Treasurer, and designated Mission Coordinator) and representatives from the Local Organization membership appointed by the President.
- b. Meet annually to oversee the funds designated for camperships.
- c. Develop and maintain the process and means by which the campership funds are requested and distributed.
- d. Review and submit recommended request/distribution process and changes to District Leadership Team for approval annually.
- e. Review financial records annually and recommend changes that need to be made to keep fund solvent.
- f. Develop and maintain a feedback system by which the district will provide an annual report to the Local Organizations of all monies received and how funds were dispersed to ensure transparency and oversight of the campership funds.
- g. Communicate with Local Organizations to publicize and educate UMW members on the importance of supporting West Ohio camps and Mission u.
- h. Elect chairperson from the committee.

Section 8. FRIENDS OF WESLEY CENTER STEERING COMMITTEE

Friends of Wesley Center Steering Committee shall:

- a. Actively support and advocate for Wesley Community Center's ministries with women, children and youth primarily in the areas of health, wellness and education.
- b. Be comprised of representatives from the District Leadership Team (President and designated Mission Coordinator) and representatives from the Local Organization membership appointed by the President.
- c. Elect Co-chairs from the committee.
- d. Meet at least semi-annually prior to the district events.
- e. Develop and maintain a list of needs by coordinating with the Wesley staff members.
- f. Communicate with Local Organizations and District Lead Team to publicize and educate UMW members on the importance of supporting Wesley Center.

ARTICLE IV. MEETINGS

Section 1. DISTRICT ANNUAL GATHERING

The district Annual Gathering shall be held in the fall. Business which must be conducted includes Election of Officers, and approval of the Pledge, Budget, and Standing Rules.

Section 2. ASSEMBLY AND JURISDICTION

- a. The registration for Assembly will be paid by the conference for all elected officers.
- b. The registration for Jurisdiction shall be paid by the conference for district presidents.

Section 3. LEADERSHIP AND MEMBERSHIP DEVELOPMENT

Workshops, conferences, seminars, retreats, and other such meetings for the fulfillment of the PURPOSE will be held as determined by the Leadership Team.

Section 4. MISSION u

All district officers are expected to attend Mission u.

- a. Registration shall be paid for the elected officers and members of the Committee on Nominations by the conference UMW for those attending either the week school or the weekend event.
- b. It will be the responsibility of the individual officer to reimburse the conference for any expense incurred if she registers but fails to attend.

ARTICLE V. ADMINISTRATION AND MEMBERSHIP DEVELOPMENT FUNDS

Upon presentation of a completed voucher, countersigned by the President and Secretary (or next available officer, in absence of either of these officers, or when the voucher is for the President or Secretary), the Administration 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 at a rate consistent with the rate paid by the conference. Mileage is paid for District Committee Meetings, Special Days, District Annual Gathering and visits to local units. Members are encouraged to carpool.
- b. Mileage compensation which includes travel to Mission u, Conference Celebration, and Conference Leadership Development Day to be paid by the Conference Treasurer.

Section 2. POSTAGE

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

Section 3. COPIES AND SUPPLIES

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

Section 4. COMMUNICATIONS/NEWSLETTERS

All expenses involved in producing and distributing the District Newsletter, including email marketing program, such as Constant Contact and Mail Chimp, shall be reimbursed.

Section 5. LITERATURE

- a. Mission Resource subscriptions shall be paid for by the Treasurer as per Article II, Section 4-e.
- b. One Handbook including the *Constitution and Bylaws* for each officer and member of the Committee on Nominations shall be purchased each quadrennial. These become part of the district officer's files and should be passed on to incoming officers.
- c. District Reading Program books and one subscription to Response magazine 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 honoraria for guest speakers, childcare fees, and programming expenses shall be covered.

Section 7. ANNUAL MEETING/GATHERING

District Annual Gathering expenses—programming, facilities, childcare fees, travel, honoraria for guest speakers, meals for District Leadership Team, and others deemed appropriate by the Leadership Team shall be covered.

Section 8. LEADERSHIP TRAINING/LEADERSHIP AND MEMBERSHIP DEVELOPMENT

Expenses as deemed appropriate by the Leadership Team shall be covered.

Section 9. FINANCIAL REVIEW

Expenses for an annual financial review shall be covered.

Section 10. DISTRICT OFFICER RECOGNITIONS

- a. President
 1. Four consecutive years: Pearl Special Mission Recognition in her name
 2. One to three consecutive years: Sapphire Special Mission Recognition in her name
- b. Treasurer
 1. Six consecutive years: Pearl Special Mission Recognition in her name
 2. Four to five consecutive years: Sapphire Special Mission Recognition in her name
 3. One to three consecutive years: Basic Special Mission Recognition in her name
- c. Position other than President or Treasurer
 1. Four consecutive years: Sapphire Special Mission Recognition in her name
 2. One to three consecutive years: Basic Special Mission Recognition in her name
- d. In lieu of flowers, the Treasurer shall send a 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 Miami Valley District officer; a Gift to Mission Baby Card in the event of the birth or adoption to a Leadership Team member.

Section 11. AUDIO VISUAL SUPPORT

Expenses for audio visual requirements in support of district events shall be covered.

Section 12. 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 will be stored at the Miami Valley District Office at the United Theological Seminary, 4501 Denlinger Road, Trotwood, Ohio 45426." 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 Material—financial reports (more than four years old).
- d. Committee on Nominations' material—permanent tenure records.

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 *Constitution and Bylaws (Handbook page 117)* Article I, Section 1, paragraph 3.