

ALBION DISTRICT UNITED METHODIST WOMEN'S STANDING RULES

Standing Rules reviewed 2010

The United Methodist Women of Albion District shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of the Women's Division of the Board of Global Ministries of the United Methodist Church, and are supplementary to the Standing Rules of the West Michigan Conference of United Methodist Women.



I. Albion District Mission Team

- A. Albion District Mission Team shall include the Executive Committee (Constitution and Bylaws: Article III, Section I) all members of the Committee on Nominations, the STAR editor and Hospitality Committee (appointive positions) and ex-officio members, and all Conference officers residing in the District with voice, no vote. A quorum shall consist of at least two-thirds of the voting Mission Team members.

II. Committees

All committees shall function in accordance with the Constitution and Bylaws with the following additions:

- A. The Committee on Finance shall be chaired by the Treasurer and have the following members: President, Vice President, Secretary, Mission Coordinators, and Secretary of Program Resources. This committee shall make the recommendations for special offerings and the yearly budget.
- B. The Committee on Nominations shall include the chairperson and persons representing geographic areas of the District. They will be elected in a rotating manner for three year terms.
 - 1. The committee will provide each nominee with a job description and a list of events and team meetings which require her attendance along with a letter of acceptance to be signed and returned by the nominee.
 - 2. This Committee will evaluate an officer's fulfillment of her duties before asking her to serve another year.
 - 3. The nominee's home church shall be notified of her election to the Mission Team by the chairperson of the Committee on Nominations.
 - 4. The slate of nominees shall be presented to the executive committee at School of Christian Mission.
 - 5. The slate of officers will be published in the Star prior to the Annual Meeting.
 - 6. The committee shall follow article 4, section 4 of the Constitution and Bylaws of the United Methodist Women.
- C. The Standing Rules Committee shall be chaired by the Vice President and have the following members: President, Secretary, Treasurer and one appointee. The Standing Rules are to be reviewed annually at the first team meeting of the new year. This committee shall meet as necessary to determine which action of the

Mission Team are of a permanent nature and should therefore be added to the Standing Rules of Albion District United Methodist Women. Such addition/revisions shall be submitted to the Mission Team and to the general membership at the Annual Meeting for approval. Proposed revisions/additions to the Standing Rules are to be published in the Star prior to the District Annual meeting.

- D. The Committee on Membership shall include all members of Hospitality.
 - 1. Committee on Membership shall be responsible for registration at all District events.
 - a. Record of attendance of local units shall be kept and made available to the District Executive committee.
 - 2. Membership Committee shall assign district elected leadership to be Special Friends of local Units. This list shall be published in the February edition of the STAR.

- E. Executive Committee shall include all elected leadership team and may include officers of Women's Division, Jurisdiction or Conference officers residing in the district; and the District Superintendent.
 - 1. Executive Committee shall meet a minimum of four times a year.
 - 2. The minutes of each meeting shall be reviewed by the presiding officers and approved. The Secretary is responsible for distribution of minutes to be reviewed at least 3 weeks prior to upcoming meeting.
 - 3. The Treasurer's records shall be kept for seven years and the secretary's books (including STAR and Annual meeting program) shall be kept permanently. Other records, papers and correspondence of all District officers shall be kept on file for a period of four years.
 - 4. All District Team members are an ex-officio officer of her own local unit's Executive Committee.
 - 5. It shall be the duty of the Secretary to compile a directory of all elected officers of each local unit in Albion District, annually. This directory shall be provided for all District Executive Committee members and appointed persons, the District Superintendent, all Conference officers, and local unit Presidents.

III. Mission Coordinators

The duties listed below for Coordinators are in addition to those duties listed in the handbook. All coordinators have responsibilities at the Annual Meeting.

- A. Mission Coordinator for Spiritual Growth duties are:

1. Be responsible for devotions at all Mission Team meetings and District events.
 2. Create a prayer center at every District event.
 3. Use the Prayer Calendar for each District event and Mission Team meeting.
- B. Mission Coordinator for Education and Interpretation duties are:
1. Chair the scholarship committee for School of Christian Mission.
 2. Receive Mission Today reports and present certificates at District Annual meeting.
 3. Responsible for getting the Mission Today forms and guidelines in the STAR in a timely fashion.
 4. Provide a display at each District event.
- C. Mission Coordinator for Social Action duties are:
1. Recognize those local units who complete a minimum of four of the ten suggestions necessary to the implementation of the Charter for Racial Justice.
 2. Responsible for providing Charter for Racial Justice guidelines at District events.
 3. Provide a display at each District event.
 4. Promote educational opportunities for Social Action.
- D. Mission Coordinator for Membership Nurture and Outreach duties are:
1. Send to Woman's Division an annual count of District membership. (done by March)
 2. Appoint a Special Friend from the Mission Team for each local UMW unit.
 3. Give the Memorial Service at the District Annual Meeting.
 4. Present the following awards at the Spiritual Growth Retreat:
 1. Recognition of the local unit which has the largest church delegation present and largest percentage.

IV. Committee on Nominations

1. Be responsible for special recognition as follows:
 - a. A \$40.00 Special Recognition Pin and Certificate to each Mission Team member after completing her four year term.
 - b. A \$5.00 per year of service Gift to Mission will be given in honor of individuals leaving office in less than four years.
 - c. The chairperson for the Committee on Nominations shall receive a \$40.00 Special Recognition Pin and Certificate upon completion of her two year term as chairperson
 - d. Other special recognitions may be considered by the Mission Team.
 - e. Shall maintain and list in the STAR a list of District Team members and the year they were elected to their office.

- f. Shall have a slate of incoming officers completed and printed in the August edition of the STAR.

V. Committee of Finance

- A. Expenses vouchers are paid for the District's Administrative and Membership Development Fund. Vouchers shall be filled out and returned to the Treasurer the day of the meeting, if possible. The Secretary and President shall sign all vouchers. Vouchers may be routed to the Treasurer between meetings and paid after confirmation with President.
- B. The following expenses may be vouchered: (please attach receipts)
 1. All travel by Mission Team members to District meetings and events will be reimbursed at the rate of 30 cents per mile. Only one round trip per event is allowable. Rides should be shared if possible.
 2. Meal allowance of \$20.00 per diem per person is allowed when traveling for Mission Team purpose.
 3. Local UMW units providing a meal for Mission Team meetings and District events shall be reimbursed up to \$7.00 per person per meal. Meal prices above \$7.00 must be approved of by the Mission Team.
 4. Telephone calls necessary to conduct the business of the Mission Team shall be itemized and include the name of the person called and the date.
 5. Postage for required mailings, correspondence necessary to the business of the Mission Team and postage for the STAR.
 6. Printing costs for minutes, agendas, workshops, handouts and STAR.
 7. Registration and mileage to "Keep Making Peace" for the Mission Coordinator for Social Action.
- C. All checks, including checks for program resource materials, shall be made payable to Albion District United Methodist Women.
- D. Total expenses including mileage for attendance at the Conference School of Christian Mission will be paid by the District for all Mission Team members. Attendance is mandatory for all elected and appointed officers. If special circumstances prevent the officer from attending the Conference School of Christian Mission, the officer may request a special dispensation.
 1. Mission Team members must meet the requirements of their elected office and be in attendance to no less than three-quarters of District Team meetings and events in order to have expenses covered for School of Christian Mission.
 2. The Treasurer shall act as registrar for the School of Christian Mission for the District Team members.
- E. The Treasurer shall order the UMW Sampler from the Mission Resource Center for the Secretary of Program Resources. The Treasurer will be responsible for renewing the subscription.

- F. The Treasurer shall order all necessary materials for each new Mission Team member, plus a one year subscription to Response magazine.
- G. All local UMW units are expected to pay the travel expenses (30 cents per mile) for District officers when they are invited to a local UMW meeting. If the officer is not reimbursed by the local unit, she may voucher her mileage through the District.
- H. The District shall pay mileage, meals and all program costs to resource persons for District events. A Love Gift or a Gift to Mission shall be offered to any resource person, except District Team members, including Ex-officio members, making presentations at District events. Events and amounts are as follows:
 - 1. Epiphany up to \$200.00 for each presentation
 - 2. Spiritual Growth Retreat up to \$200.00 for each presentation
 - 3. District Annual Meeting up to \$200.00 for each presentation

these amounts may be adjusted at the discretion of the Executive committee
- I. Registration guidelines as follows:
 - 1. Conference Annual Meeting registration shall be paid by individuals.
 - 2. National events are the responsibility of the individual.
 - 3. Spiritual Growth Retreat fee is paid for the Lodge. If some should stay in the Retreat Center, the difference will be paid by the member.
- J. Registration fees for District events are not refundable.
- K. An offering shall be taken at every District event for a pre-determined UMW mission project.
- L. The District may give a special recognition to an outgoing District Superintendent.
- M. A Gift in Memory, in the amount of \$30.00, shall be given for District Team Members who die while in office.
- N. Appropriate gifts shall be given for a serious illness of a District Team Member. This will be the responsibility of the Membership Committee who will maintain a Sunshine Fund collected as needed from District Team Members. Administration and Membership Development funds will not be used.

VI. Other Rulings

- A. The Secretary shall:
 - 1. Compile a list of all elected officers of each local UMW unit. A copy of same and a list of local counterparts shall be compiled into a directory to be sent to the Conference Secretary and Mission Team members upon request.
 - 2. In conjunction with the Treasurer give a report to the Mission Team at least once a year regarding active and inactive units and shall provide to the Mission Coordinator of Membership Nurture and Outreach.

- B. All District officers, with the exception of the Secretary and Treasurer, need to keep records and papers for at least two years. The Secretary needs to keep continuous records in accordance with Conference Guidelines for document and record retention; the Treasurer keeps records for four years.
- C. District newsletter, the STAR, shall be issued no more than four times a year. Its purpose shall be to aid local units in their understanding of the work of the UMW and to provide information concerning up-coming District and Conference events. Each District office shall provide articles that will help her corresponding local unit officer in the performance of her responsibility. The STAR shall be sent to the following:
 - Local unit Presidents/contact person, Vice Presidents, Secretaries and Treasurers and church.
 - All other District Presidents, Vice Presidents and newsletter editors of West Michigan Conference.
 - All members of the Albion District Mission Team
 - All West Michigan Conference officers.
 - Albion District Superintendent and Administrative Assistant
 - West Michigan Conference Bishop
 - West Michigan Conference Communication
 - Communication Coordinator of the Women's Division
- D. The Vice President (program chairperson) shall explain the responsibilities of hosting a District event to the local UMW unit. A copy of "Host responsibilities" shall be forwarded to the host unit as early as possible.
- E. An agenda shall be mailed by the President to all Mission Team members at least one week prior to a Mission Team meeting.

VII. Annual Meetings

- A. The voting membership of the District organization shall be all members of the Albion District United Methodist Women present at the time of voting.
- B. The minutes of the Annual Meeting of the District organization shall be approved by the Executive Committee at the next Executive Committee meeting following the Annual Meeting and shall be printed in the next year's District Annual program book.
- C. Each district officer is automatically registered and paid for by the district unless she notifies the district registrar. District also pays mileage.
- D. District will pay registration and meal fee for District Superintendent and spouse, invited missionaries, Conference staff representative and spouse, deaconesses, Conference President and Vice President, and resource persons, guest speakers and organist.
- E. District Annual meeting shall be Sept./Oct. and program shall be under the jurisdiction of the District Executive Committee.

- F. If Conference secures the speaker, the District will pay according to Conference rulings. If the District secures the speaker, the District Executive Committee determines the gift.
- G. Details of the Annual Meeting will be planned by the District Executive Committee in coordination with the host church and local unit representatives.
- H. Expenses, as submitted, for the District Annual Meeting, shall be assumed by the District.
- I. The Mission Team shall be responsible for selecting the locations for District Events, including District Annual Meeting, striving to have diverse locations.
 - a. At each District Annual Meeting an invitation shall be extended to the membership by a representative of the next year's hosting unit to the next District Annual Meeting.
 - b. A continuing record of locations of events shall be kept by the committee and made available to the Executive Committee.
 - c. A record of attendee's registration information for every event shall be kept and made available to the Executive Committee.

VIII. Elections

- a. Leadership shall be elected annually for a one year term, serving a maximum of 4 years per position.
- b. Those elected shall assume office January 1.
- c. Election to a partial term of six months or more shall be counted as a full year when calculating tenure.
- d. All officers upon retiring from their office shall deliver to their successors within one month all record books, papers, or other property belonging to the District.
- e. Newsletter shall be done by the Publicity and Public Relations Secretary or by an appointed Newsletter editor.

IX. Special Friends

- A. Each officer is asked to serve several units and/or churches as a "Special Friend".
"Special Friend" is a project for sharing ideas, information, and fellowship between District officers and local women. The intent is to become acquainted, share concerns and try to find the answers needed.
- B. Goals for the District Officers as "Special Friends":
 - 1. Have a one-on-one relationship with the president or another officer of the unit or with the contact person at the church.
 - 2. Be a resource person, not necessarily a program presenter.
 - 3. Be a liaison person for the district, a connecting link to the unit/church.
 - a. Do not over emphasize your particular office

- b. Be knowledgeable about total team responsibilities.
- 4. Be a good friend, good listener.
- C. Guidelines for District Officers as “Special Friends”:
 - 1. “Special Friends” are assigned to units or churches by the Membership Committee. When possible, the District Officer will keep the assigned unit or church for her entire term of office. If a mid-term change is appropriate or asked for on either part (unit/church or District Officer), it must go through the Membership Committee. Party requesting the change must contact the chairperson of the Membership Committee.
 - 2. Contact would be maintained between the District Officer and the unit/church by:
 - a. Personal notes to the local president, another officer or contact person
 - b. Lunches with president, another officer or contact person in your home, her home or restaurant.
 - c. Telephone calls
 - d. Visits to the unit or church upon invitation. It is the responsibility of the local unit or organization to offer mileage reimbursement to the District Officer at 30¢ per mile.
 - 3. Expenses of District Officer as “Special Friend”:
 - a. Personal notes will be sent at the officer’s expense with the option to bill the District for postage.
 - b. Telephone calls will be made at the officer’s expense with the option to bill the District.
 - c. Lunches may be paid for by Dutch treat, by the officer or by the District.
 - d. If the local unit/church does not pay the mileage when the District Officer visits upon invitation, it may be billed to the District.

X. Parliamentary Procedure

The manual for parliamentary procedure shall be Robert’s Rules of Order Revised except for the special rules which have been or may be adopted.

The following schedule identifies all of the deadlines which are to be met annually.

Who in local unit	Sends What	To Whom on the District Team	By When
Secretary	Completed form for Mission Today	Education & Interpretation	September 1
Secretary	Scholarship application for School of Christian Mission	Education & Interpretation	June 1
Secretary for Program Resources	List of Reading Program Recipients	Secretary for Program Resources	September 1
Secretary	List of local officers with addresses, phone numbers, emails, membership count forms	Secretary	November 30
Treasurer	All pledged monies	Treasurer	December 5
Treasurer	Pledge to Mission form for next year	Treasurer	District Annual or October 1
Communications or anyone else so designated	Information to put in the STAR newsletter	STAR editor	The 15 th prior to the edition: November, July, February, August