

CASCADIA DISTRICT UNITED METHODIST WOMEN

Standing Rules & Guidelines

Proposed

September 2020

REFERENCES: United Methodist Women Handbook: 2017-2020, published 2017 by United Methodist Women.

AUTHORITY: CONSTITUTION AND BYLAWS: DISTRICT; ARTICLE VIII (pg 128): Amendments and Standing Rules, Section 2: "Standing rules may be made and amended by the district organization provided they are in harmony with the United Methodist Women's constitution and bylaws for the district organization."

These Standing Rules for the Cascadia District, United Methodist Women, are supplementary thereto.

ELIGIBILITY: United Methodist Women is a laywomen's organization rooted in Mission whose membership is open to any laywoman who shares its PURPOSE.

I. COMMITTEES

A. DISTRICT LEADERSHIP TEAM

1. In accordance with Article IV, Section 1, paragraph a of the District BYLAWS (pg 121), UMW Handbook 2017-2020, the District Leadership Team shall include, with voice and vote:
 - a. President as Chair
 - b. Treasurer
 - c. Secretary
 - d. Chair of the Committee on Nominations
2. The Leadership team shall also include, with voice and vote:
 - a. Vice President
 - b. Mission Education and Resource coordinator
 - c. Communication Coordinator
 - d. Social Action Mission Coordinator
 - e. Spiritual Growth Mission Coordinator
 - f. Membership Nurture and Outreach Mission Coordinator
3. The Leadership team shall also include, with voice but no vote:
 - a. Committee on Nomination members
 - b. Jurisdiction Leadership Team members (residing within the boundaries of the District)
 - c. Directors of National United Methodist Women (residing within the boundaries of the District)

- d. Members of the Program Advisory Group (residing within the boundaries of the District)
- e. Conference Leadership Team members (residing within the boundaries of the District)
- f. Other persons as invited by the President to attend and report

4. The district superintendent is an ex officio member of the leadership team.

5. In the event a position is shared, the position will be entitled to only one vote

B. COMMITTEE ON PROGRAM

Article IV, Section 5, District BYLAWS (pg 124), UMW Handbook 2017-2020

1. Shall consist of all district elected leaders, with Vice President as chair
2. Shall meet at least three times a year to plan the Every Member Enrichment Event (EMEE), the Annual Meeting, and other district programs as determined by the team; meeting may be held in conjunction with Leadership Team meetings.
3. Shall decide the dates and places, and correspond with units. The final decision shall be made between the President and Vice President, if necessary
4. May invite a representative of the local unit hosting the district Annual Meeting and EMEE to attend the Program Planning Committee for said meeting.
5. Communication with information shall be sent to all local units no later than four (4) weeks before the date of the meeting.

C. COMMITTEE ON FINANCE

Article IV, Section 2, District BYLAWS (pg 122), UMW Handbook 2017-2020

1. Shall consist of Treasurer (chair), President, Vice President, and Secretary.
2. The Committee on Finance shall hold at least two (2) meetings each year.
3. The District budget shall be prepared by the District Committee on Finance, and approved by the District Leadership Team prior to the annual budget meeting of the Conference Committee on Finance.

D. COMMITTEE ON MEMBERSHIP NURTURE & OUTREACH

Article IV, Section 4, District BYLAWS (pg 123), UMW Handbook 2017-2020

1. Shall consist of the Membership Nurture and Outreach Mission Coordinator (chair), President, Vice President, Chair of the Committee on Nominations, and Spiritual Growth Mission Coordinator.
2. Shall meet at least semiannually.
3. Shall coordinate the Shepherdess Program for the District.

E. COMMITTEE ON NOMINATIONS

Article IV, Section 3, District BYLAWS (pg 122), UMW Handbook 2017-2020

1. Shall consist of **at least** five (5) persons, each member serving a four-year term in classes specified by year. This may be in addition to any other tenure on the Leadership Team.
2. Shall select chair from among members of the Committee on Nominations who have served at least one year on the Committee. Chair shall serve on the Leadership Team. She may serve as chair only two (2) years of her four-year term.
3. Shall maintain a talent bank to be updated annually.
4. Shall maintain a file to include terms and tenure of each District Elected Leader.
5. **Is charged with the responsibility of educating the existing leadership of the value of a talent bank.**

F. COMMITTEE ON STANDING RULES

1. Shall review the standing rules shall be made annually by a committee appointed by the President.
2. Shall present proposed amendments to the District Leadership Team prior to the Annual Meeting.
3. Amendments to the Standing Rules of the Cascadia District of United Methodist Women shall be brought before the voting body at its Annual Meeting. Such amendments shall be published in district's newsletter no less than thirty (30) days prior to the Annual Meeting. Amendments shall be approved by a majority vote of the voting members of the Annual Meeting when thirty (30) days previous notice is given. If thirty (30) days notice is not given, approval shall be by a two-thirds (2/3) vote of the voting members.
4. Approved copies of amendments shall be sent by the Secretary to all members of the District Executive Committee, all members of the Committee on Nominations, and all local unit presidents.

G. MISSION U SCHOLARSHIP COMMITTEE

1. The president and the treasurer shall be the selection committee.
2. The scholarship is designed to help the participant cover the cost of registration, meals, lodging and study books
3. Application information shall be printed in the newsletter **and** posted on the web site.
4. The applicant must be a resident of the District.
5. Anyone may apply, with preference given to first-time attendees.
6. Applications are due to the selection committee forty-five (45) days before Mission u begins.
7. The selection committee shall notify the recipient no later than 30 days before it begins.

H. APPOINTMENTS

The President, with approval of the Leadership Team, shall appoint representatives to such other committees, committee chairpersons, or short-term positions, as she feels necessary. She shall detail their duties and terms.

II. NOMINATIONS, ELECTIONS AND TENURE

A. NOMINATIONS

1. A proposed slate of Nominees shall be presented to the Leadership Team at its summer meeting and publicized at least 30 days prior to the Annual Meeting.
2. The report of the Committee on Nominations shall be given early in the day of the District Annual Meeting. In the event of nominations from the floor, the Committee on Nominations shall check tenure, consent and acceptance of responsibility. Elections shall take place after this process is completed.

B. ELECTIONS

1. Each elected leader shall take office immediately upon installation at the District Annual Meeting, with the exception of the Treasurer who shall assume office January 1st of the new year. Leaders shall be elected to serve a two (2) year term.
2. District leaders shall be elected as follows:

<u>Odd Years</u>	<u>Even Years</u>
Vice President	President
Treasurer	Secretary
Communications Coordinator	Chair, Nominations Committee
Mission Coordinators for: Membership Nurture & Outreach	Mission Coordinators for: Spiritual Growth
Mission Education & Resource	Social Action

3. The Secretary and Chair of the Committee on Nominations will keep records of terms of office for each position.
4. Should a vacancy occur on the Leadership Team or the Committee on Nominations during the year, she may be replaced by the Leadership Team. She would fill the unexpired term of the person she is replacing.

C. TENURE

1. Tenure on the Leadership Team for the elected leadership of the district organization shall be limited to a total of eight (8) years.
2. All the years of service as an elected leader of any District of United Methodist Women shall be counted when determining tenure. If completing an unexpired term, six (6)

months or more shall count as one (1) year of tenure.

3. No elected leader shall hold the same office for more than four years (two terms), with the exception of the Treasurer who may serve six (6) years.
4. A woman may be elected to serve as District President after having completed her tenure of eight (8) years.
5. When a woman has completed her tenure of eight (8) years, and after a period of four (4) years has elapsed, she may be elected for one additional two (2) year term in an office other than those in which she had previously served.
6. If completing an unexpired term in any office, six months or more shall count as one year for tenure.

III. Duties of Elected Leaders

- A. Shall keep and maintain a current procedure file and transfer it to her successor with a briefing at the District Annual Meeting or as soon as possible thereafter.
- B. Shall have a file containing these basic tools:
 1. A copy of the current United Methodist Women Handbook
 2. Current Conference and District Standing Rules
 3. Current Conference and District directories
 4. 2 years of prior minutes, reports, correspondence and other items related to the office. (Treasurer records shall be held for seven (7) years)
- C. Shall become familiar with the District Constitution and Bylaws in the UMW Handbook.
- D. Shall attend all district Leadership meetings, District Annual Meeting, Every Member Enrichment Event (EMEE), one Mission u, Conference Annual Meeting, and District Leadership Training Event (DLTE) [provided by the Conference].
- E. Shall be responsible for district-level training of her local unit counterparts.
- F. Shall act as a liaison to local units as appointed each fall. (Shepherding Program)
- G. Shall be aware of the expense policy and work within it
- H. Shall communicate through the District newsletter with their local Counterpart
- I. Shall correspond with local counterparts and shepherding units.
- J. Special duties:
 1. The President shall:
 - a. Attend Annual Conference of the United Methodist Church as a voting member at District expense.
 - b. Attend Western Jurisdiction Quadrennial Meeting and Assembly at District Expense.
 - c. Send notice of meetings and meeting agenda two weeks in advance when

- possible.
- d. Include members of the Committee on Nominations when sending meeting notices.
- e. Be authorized to sign checks in the absence of the Treasurer.
- f. **Serve on Mission u Scholarship Selection committee.**
- g. Attend District Council on Ministries.

2. The Vice President shall:

- a. Include the President of the local unit host church when planning the District Annual Meeting and Every Member Enrichment Event (EMEE).
- b. Instruct the host unit to work with the District treasurer regarding the registration fee collected for District Annual Meeting and Every Member Enrichment Event (EMEE). (Insurance fees involved, program, speaker travel and other necessary expense will be paid by the District Treasurer.)

3. The Secretary shall:

- a. Be responsible for all members receiving copies of the Executive Committee minutes within two weeks after the meeting.
- b. Send appropriate documents to the UMW Conference Historian.
- c. The Secretary shall keep records of historical value as advised by the Conference Secretary and Historian.

4. The Treasurer shall:

- a. Be a member of the Conference UMW Finance Committee, at the expense of the Conference.
- b. Prepare a written report for each Executive Committee meeting and see that the President and Secretary receive a copy of the quarterly report.
- c. Submit the District budget by the designated due date to the Conference Committee on Finance for approval.
- d. Have the Treasurer's books audited yearly by June 30.
- e. Acknowledge terms of office with Special Mission Recognitions for District officers (See VI).
- f. Pay vouchers within 30 days of receipt.
- g. Prepare annually the financial pages of the District Directory.
- h. Turn over district books to the incoming Treasurer by January 15 of the New Year.
- i. Retain a list of equipment of value in the possession of District Elected Leaders.
- j. **Serve on the Mission u Scholarship Selection Committee**

K. COMMUNICATIONS COORDINATOR shall:

- 1. Be responsible for publishing at least three (3) district newsletters per year, either in print or electronic form. The information contained therein shall come

from the District and Conference Elected Leaders.

2. Set the deadlines for article submission and distribution of the newsletter.
3. Send the district newsletter by mail or email to the:
 - a. District Leadership Team including the Committee on Nominations
 - b. Local unit presidents, vice presidents, secretaries, treasurers, or at least four officers, if possible.
 - c. Conference Leadership Team, Committee on Nominations and Conference Historian
 - d. District Leadership Team of the other three districts and their Committees on Nominations.
 - e. Women's Division directors, Program Advisory Group members, Western Jurisdiction CORE Planning group members residing within the Conference
 - f. Bishop, Assistant to the Bishop and District Superintendents
4. In conjunction with the Vice President, publish the Annual Meeting program book and the Every Member Enrichment Event program book.
5. Provide a list of newly elected District Leaders and addresses to other District Presidents and to all members of the Conference Leadership Team.
6. Be in charge of the District Directory and furnish copies to the required United Methodist Women Conference and District leaders and the president, secretary or contact person of each local unit. The district Leadership Team may designate mailings to other individuals.

III. MEETINGS Elected District Leaders' expenses at District events shall be paid by the District Treasurer

A. EXECUTIVE COMMITTEE MEETINGS

1. There shall be a minimum of three (3) Leadership Team meetings each year, either face to face, via phone or using computer technology.
2. The President shall send out notices of meeting and the meeting agenda two weeks in advance when possible.
3. Elected leaders shall attend Leadership Team meetings unless having first notified the President.
4. All Conference elected leaders are members of the District Leadership Team of the

District in which they hold church membership, and should attend those meetings at District expense.

5. The Conference President shall have the authority to call additional meetings when warranted

B. ANNUAL MEETING

1. Shall be in September of each year.
2. The location shall be determined by the leadership team members.
The final decision shall be made between the President and Vice President, if necessary.
3. The purpose shall be to conduct the business of the District, which shall include the election and installation of district leaders, adoption of the budget, approval of the revised of Standing Rules (if needed), and pledge service.
4. All district elected leaders and district leader nominees shall be in attendance, with reasonable expense covered by the District.
5. All Cascadia District United Methodist Women members present, except ex-officio members, are eligible to vote.
6. A program reflecting the UMW Purpose shall be presented.

C. DISTRICT LEADERS TRAINING EVENT (D'LTE)

1. Provided by the Oregon/Idaho Conference and held at a time and place determined by the Conference Leadership Team.
2. All elected leaders and members of the Committee on Nominations shall attend D'LTE at Conference Expense, unless excused by the District President.

D. EVERY MEMBER ENRICHMENT EVENT (EMEE)

1. Shall be held annually at a date and place determined by the Program Planning Committee.
2. Training shall be provided by District elected leaders for all attendees.
3. All District elected leaders shall attend, including the committee on nominations members.

E. All facilities used for District meetings must be accessible for all.

F. Workshops, retreats, seminars, and other meetings shall be held as necessary.

G. The purpose of all meetings shall be related to the United Methodist Women's PURPOSE.

IV. FUNDS

A. AUTHORIZED SIGNATURES

1. The Treasurer shall be the required signature on all checks, with the President as alternate in case of an emergency.
2. Vouchers shall require prior written approval of the President and Secretary before issuing check.

V. CHILDCARE GUIDELINES

Childcare at district-wide meetings will be provided under the UMC's "Safe Sanctuary Guidelines."

APPENDIX 1

Each Elected Leader is expected to keep accurate records, submitting expense vouchers to the President and Secretary for signature at Leadership Team Meetings or by mailing vouchers if necessary between meetings. All vouchers, **with receipts**, should be submitted within 30 days.

All leaders shall practice good stewardship of UMW funds

I. OFFICE EXPENSE: All vouchered office expenses must have receipts

- a. Postage
- b. Necessary long-distance telephone calls
- c. Printing (most churches have copiers, ask to use them)
- d. Other necessary office supplies

II. NEWSLETTER: Printing and postage as needed

III. LITERATURE

A. Basic file resource materials

1. UMW Handbook
2. Current Conference and District Directories
3. Conference and District Standing Rules

B. The Treasurer shall order three (3) subscriptions to the **Annual Sampler** from Service Center for the President, Vice President, and Mission Education and Resource Coordinator.

C. *Church Women United* magazine for Vice President

D. Current material pertaining to a particular office upon request from an elected leader.

IV. TRAVEL, LODGING, MEALS

A. Mileage allowance, payable to the elected leader driving the car, equal to that which is reimbursed by the Oregon/Idaho Conference to its elected leaders. Carpooling is encouraged.
Allowable travel expenses:

1. All required District UMW Events including District Leadership Team meetings, Task Force and Leadership Development meetings, Training Events, Mission u, Legislative Event and others as designated by the district president.
2. The Vice President to Church Women United meetings

3. When assisting in organizing, participating in promotional meetings, or asked to be part of the program in a unit which is unable to pay for travel.

4. Shepherdess Visitation

B. Lodging

1. When overnight lodging is needed, staying in homes is preferred.
If necessary, lodging at a reasonable motel will be paid by the District.

C. Meals

1. Meal allowance, including gratuity, for breakfast, lunch and dinner equal to that which is reimbursed by the Oregon/Idaho Conference to its elected leaders. **(with receipts)**.
Additional expenditures shall be absorbed by the elected leader.

V. QUADRENNIAL MEETING AND UMW ASSEMBLY

- A. The District shall pay reasonable travel and lodging, plus meal expenses as outlined in Appendix I, Section IV, Items A, B, and C of these Standing Rules, for the President to attend:
 - a. United Methodist Women Western Jurisdiction Quadrennial meeting
 - b. United Methodist Women Assembly

VI. SPECIAL MISSION RECOGNITIONS AND GIFT TO MISSIONS

- A. The District shall acknowledge term of office with Special Mission Recognition or Gift to Mission as follows:
 1. Sapphire Special Mission Recognition pin for the President and Treasurer serving four (4) years
 2. Gold Special Mission Recognition pin for all other elected district leaders serving four (4) years
 3. Gold Special Mission Recognition pin for the President and Treasurer serving two (2) years
 4. \$20.00 Gift to Mission card for all other elected district leaders serving two (2) years
 5. \$10.00 Gift to Mission card for elected district leaders serving shorter terms
- B. Offerings taken at District Meetings or events shall be given to either mission giving or a mission project agreed upon by the Executive Committee.
- C. The Treasurer shall make a ten dollar (\$10.00) Gift in Memory upon being notified of the death of a current Elected Leader, past president, or members of their immediate family

VII. HONORARIA AND LOVE GIFTS

- A. Honoraria of up to \$100 plus travel expense and housing shall be given.
- B. A "Love" gift of \$50 to the local host church Every Member Enrichment Event (EMEE) or District Annual Meeting.