

**COLUMBIA DISTRICT
UNITED METHODIST WOMEN
STANDING RULES
AND
FINANCIAL POLICY**

Proposed September 22, 2012
Annual Meeting
Oak Grove United Methodist Church
Portland, Oregon

COLUMBIA DISTRICT UNITED METHODIST WOMEN
Standing Rules & Guidelines

REFERENCES: CONSTITUTION AND BYLAWS published October 2008 by the Women's Division, General Board of Global Ministries, United Methodist Church.

AUTHORITY: ARTICLE VIII: Amendments and Standing Rules, Section 2: "Standing rules may be made and amended by the district organization provided they are in harmony with the Women's Division CONSTITUTION AND BYLAWS for the district organization."

These Standing Rules for the Columbia 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 women who shares its PURPOSE.

I. COMMITTEES

A. COMMITTEE ON PROGRAM

1. Shall consist of all executive elected leaders
2. Shall meet as needed to plan the Every Member Enrichment Event and Annual Meeting
3. The Vice President shall preside

B. COMMITTEE ON FINANCE

1. Shall consist of Treasurer, President, Vice President, Secretary, Secretary of Program Resources, Communications Coordinator, and Mission Coordinators for Education & Interpretation, Membership Nurture & Outreach, Social Action and Spiritual Growth
2. The Treasurer shall preside

C. COMMITTEE ON BUDGET

1. Shall consist of Treasurer, Secretary, President, and any other members appointed by the President.
2. Shall meet once in the Spring to prepare the budget for the upcoming year
3. Shall present the proposed budget to the Executive Committee for approval in June.
4. The Treasurer shall preside

D. COMMITTEE ON MEMBERSHIP NURTURE & OUTREACH

1. Shall consist of the Mission Coordinator for Membership Nurture and Outreach, President, Secretary, Chair of the Committee on Nominations, Mission Coordinator for Education and Interpretation, and Communications Coordinator, and Mission Coordinator for Spiritual Growth.
2. Shall meet once a year in the Spring or at other times as needed.
3. The Mission Coordinator for Membership Nurture and Outreach shall preside.

E. COMMITTEE ON NOMINATIONS

1. Should consist of five (5) to eight (8) members.
2. Encouraged to meet with the full Executive Committee
3. Shall maintain an on-going list of potential nominees.
4. Potential nominees shall be contacted by committee members. The Chair shall follow up with a job description and time commitment
5. The Chair is a member of the Executive Committee

F. COMMITTEE ON STANDING RULES

1. A review of the standing rules shall be made annually, prior to June 1, by a committee appointed by the President.
2. The Committee shall present proposed amendments to the District Executive Committee prior to the Annual Meeting.
3. Amendments to the Standing Rules of the Columbia 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 shall be sent by the Secretary to the Conference Communications Coordinator who will publish them on the UMW website, all members of the District Executive Committee, all members of the Committee on Nominations, and all local unit presidents

G. APPOINTMENTS

1. The President, with approval of the Executive Committee, 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 preliminary slate of Nominees shall be published thirty (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>Even Years</u>	<u>Odd Years</u>
Vice President	President
Treasurer	Secretary
Communications Coordinator	Secretary, Program Resources
Mission Coordinators for:	Chair, Nominations Committee
Education & Interpretation	Mission Coordinators for:
Membership Nurture & Outreach	Social Action
	Spiritual Growth

3. The Secretary and Chair of the Committee on Nominations will keep records of terms of office for each position

C. TENURE

1. Tenure on the Executive Committee 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.
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. The Vice President does not automatically succeed to the office of President.

III. MEETINGS

A. EXECUTIVE COMMITTEE MEETINGS

1. There shall be a minimum of four Executive Committee meetings each year, and others as determined by the President.
2. Elected leaders shall attend Executive Committee meetings unless having first notified the President.
3. All Conference elected leaders are members of the District Executive Committee of the District in which they hold church membership, and should attend those meetings at District expense.

B. ANNUAL MEETING

1. Shall be in the fall of the year.
2. 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, and pledge service.
3. Any person may attend.
4. All district elected leaders and district leader nominees shall be in attendance, with reasonable expense covered by the District.
5. Method of voting at the Annual Meeting shall be by voice, show of hands, or prepared ballot.
6. All Columbia District United Methodist Women members present, except ex-officio members, i.e., clergy, District Superintendent, are eligible to vote.
7. A program reflecting the UMW Purpose shall be presented.

C. DISTRICT OFFICER TRAINING EVENT (DOTE)

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

D. LOCAL OFFICER TRAINING EVENT (LOTE) AND MEMBERSHIP ENRICHMENT

1. LOTE

- a. Shall be held in the early spring of each year at a place determined by the District Executive Committee
- b. Training shall be provided by District elected leaders for all local unit leadership
- c. Attendance by local unit leadership is strongly encouraged

2. Membership Enrichment

- a. Shall be held in February of each year, concurrently with LOTE
- b. Programming reflecting UMW orientation and/or its Purpose shall be presented.
- c. Attendance by local unit membership is strongly encouraged.

E. SCHOOL OF CHRISTIAN MISSION (SOCM)

1. An in-depth study providing spiritual growth with emphasis on upcoming areas of Mission.
2. Held for four days in July at a location chosen by the Oregon/Idaho Conference.
3. Expenses for district officers, mission coordinators and Chair and members of the Committee on Nominations, shall be at District expense.
4. Attendance is expected, unless excused by the District President.

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.

B. LEADER EXPENSE

1. All vouchers, with receipts, must be turned into the Treasurer in a timely fashion.
2. Allowable expenses shall be:
 - a. Postage
 - b. Necessary long distance telephone calls
 - c. Copies
 - d. Dependent care not to exceed \$40 per day
 - e. Procedural file resource materials, to include local Handbook
 - f. Meal allowance, including gratuity, for breakfast, lunch and dinner equal to that which is reimbursed by the Oregon/Idaho Conference to its elected leaders. Additional expenditures shall be absorbed by the elected leader.
 - g. 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. Air, train or bus fare may be allowed when distance, weather or time require it. The maximum allowed shall be the cost of the round trip at the lowest price available. Airline imposed fees will be covered by the District only if ticketing changes are unavoidable.
3. The District shall pay reasonable travel and lodging, plus meal expenses as outlined in Section IV, Items B 2f and B 2g of these Standing Rules, for the President to attend:
 - a. Annual Conference of the United Methodist Church
 - b. United Methodist Women Western Jurisdiction Quadrennial meeting
 - c. United Methodist Women AssemblyAll monies remaining in the District fund held by the Conference for Items 3 b and 3c shall be divided equally between all other district elected leaders attending the events.
4. All leaders shall practice good stewardship of UMW funds, including, but not limited to, carpooling, limited long distance calling and reasonable overnight accommodations when required.

C. ADMINISTRATION & MEMBERSHIP DEVELOPMENT (A&MD) FUNDS

1. All monies from local units shall be sent to the District Treasurer for proper disbursement.
2. The District shall acknowledge term of office with Special Mission Recognition or Gift to Mission as follows:
 - a. Sapphire Special Mission Recognition pin for the President and Treasurer serving four (4) years
 - b. Gold Special Mission Recognition pin for all other elected district leaders serving four (4) years
 - c. Gold Special Mission Recognition pin for the President and Treasurer serving two (2) years
 - d. \$20.00 Gift to Mission card for all other elected district leaders serving two (2) years
 - e. \$10.00 Gift to Mission card for elected district leaders serving shorter terms

D. HONORARIA AND LOVE GIFTS

1. Honoraria may be paid to keynote speakers and workshop leaders from outside the elected leadership, as follows:
 - Not to exceed:
 - \$ 50.00 for keynote speakers
 - \$150.00 for leaders of one-day workshops
 - \$250.00 for leaders of two-day workshops
2. A "Gift to Mission" shall be presented to both the church and UMW unit hosting a district event.
3. The Treasurer shall make a "Gift in Memory" for a current District elected leader, District past president, or a member of their immediate families who has passed away.

V. PRINTED MATERIAL

A. MINUTES

1. The Secretary shall prepare the Minutes of the District Annual Meeting. A copy, including the slate of newly elected leaders, shall be sent to each member of the District Executive Committee, Conference President, Conference Secretary, Conference Historian, all district presidents and Columbia District Superintendent. The minutes shall be published in the following year's District Annual Meeting program.
2. The Secretary shall prepare minutes of each District Executive Committee meeting and send a copy to each district elected leader, members of the Nominating Committee, Conference officers, Conference Historian, and Columbia District Superintendent.

B. PERMANENT RECORDS

1. The Secretary shall maintain a permanent file of all minutes for a minimum of four (4) years, and indefinitely allowing for space availability.
2. The Secretary shall keep an updated copy of the Standing Rules.
3. The Secretary shall keep a permanent file which will include:
 - a. a list of all records and their location
 - b. a list of all materials held by each officer and their location
 - c. officer telephone numbers, e-mail addresses and any other contact information.
4. The Treasurer and Secretary shall keep a comprehensive list of equipment belonging to the District that is in the possession of any elected leader

C. DIRECTORY

1. The Secretary shall be responsible for the compiling and printing of the District directory, which shall include:
 - a. District:
 - i. name, mailing address, telephone number and email address of:
 - elected leaders
 - committee members
 - ii. budget
 - iii. calendar of events
 - b. Local Units:
 - i. name, mailing address, telephone number and e-mail address of unit's church affiliation
 - ii. name of the Senior Pastor
 - iii. date and time of unit meetings
 - iv. name of District Shepherdess
 - v. name, mailing address, telephone number and email address of:
 - unit elected leaders
 - unit committee members
2. The Conference Secretary will forward to the District Secretary covers and the conference portion of the directory. The District Secretary will insert the district portion into the middle of the directory, distinguishing it with a colored separation sheet.
3. One copy of the directory will be distributed to Columbia District elected leaders and local unit presidents at the February Leadership Training Event. Directories will be mailed to those local unit presidents not attending the Event, Conference officers, and other District presidents.
4. Additional copies of the directory may be purchased at a cost of \$3.00.

D. NEWSLETTER

1. The Communications Coordinator shall be responsible for the newsletter.
2. Content shall consist of information from district elected leaders, local units, Conference and Women's Division.
3. The newsletter shall be published three times a year, in December, May and August.
4. The newsletter shall be distributed by mail and/or e-mail to all local unit leaders, Conference elected leaders, Dean and Assistant Dean of School of Christian Mission, all Districts' officers, Columbia District Superintendent, any Women's Division member residing within the Conference, and any Jurisdiction member residing within the Conference.

E. RESOURCES

1. No publication except approved United Methodist resource materials shall be offered for sale at District meetings.
2. The Treasurer shall order the United Methodist Women Sampler from the Mission Resource Center for the President, Vice President and Secretary of Program Resources at District expense.

VI. ADDITIONAL ELECTED LEADER RESPONSIBILITY

A. REFERENCE MATERIALS

1. District elected leaders shall keep and maintain a current procedure file. Basic tools include:
 - a. United Methodist Women Handbook
 - b. District Standing Rules
 - c. District Directory
 - d. Mission Resource Center Catalog
 - e. Minutes and reports
 - f. Correspondence and records relating to the office
2. Each elected leader is responsible for transferring her procedure file and briefing her successor

B. LOCAL UNIT VISITATION

1. Each District elected leader shall be assigned two (2) or three (2) local units as a Shepherdess. She should visit each unit at least once during the year, at District expense, as well as maintain continued telephone contact.

C. PRESIDENT

1. Shall be a voting member of the Oregon/Idaho Annual Conference.
2. Shall serve on the Columbia District Leadership Team
3. Shall serve as Ex Officio member of the Columbia District Church Extension Society.
4. Shall appoint such committees as needed by the District to fulfill its Purpose, i.e., Standing Rules, Historian, Special Events.

D. VICE PRESIDENT

1. Shall Chair the Program Planning Committee for Annual Meeting and Leadership Training Events.
2. Shall ask the President of the host unit for Annual Meeting to attend a planning session for that Event

E. SECRETARY

1. Shall send a copy of the minutes to committee members with in two (2) weeks after meeting.

F. TREASURER

1. Shall be a member of the Conference Finance Committee, authorized to attend meetings at Conference expense.
2. Shall have a written report at each Executive Committee meeting, copies to be given to the President and Secretary.
3. Shall prepare a quarterly report, to be given to the Secretary and President.
4. Shall have the books audited annually by a public accountant, a copy of which shall be sent to the Conference Treasurer.
5. Shall submit the District budget to the Conference Committee on Finance for approval.

G. SECRETARY OF PROGRAM RESOURCES

1. Shall be responsible for ordering consignment resource materials from Resource Center, accounting for and reporting to the Executive Committee.
2. Shall be responsible for promoting reading programs and developing awards ceremony for the Every Member Enrichment Event.

H. MISSION COORDINATORS

1. The four Mission Coordinators

- a. are responsible for providing information to local units regarding Mission program.

2. Mission Coordinator for Spiritual Growth

- a. Shall be the convener and Chair for planning the Spiritual Retreat.

3. Mission Coordinator for Education and Interpretation

- a. Shall be responsible for recognition of units participating in the five channels of Mission Giving at the Annual Meeting
- b. May assist the Secretary of Program Resources in promoting the Reading Program and developing the awards ceremony for the Every Member Enrichment Event.

4. Mission Coordinator for Social Action

- a. shall assist the Conference Social Action mission Coordinator in the planning and preparation of the Legislative Day every odd numbered year when the Oregon Legislature convenes

5. Mission Coordinator for Membership Nurture and Outreach

- a. shall work with the Executive Committee to determine the needs of the membership and to plan for the organization of new local and district units