

Standing Rules

Sage District United Methodist Women Oregon Idaho Conference 2019

The United Methodist Women of the Sage District, of the Oregon Idaho Conference, shall function in accordance with the constitution and bylaws for the District, and Conference, organization of United Methodist Women.

Committee on Nominations and Election of Officers

The Committee on Nominations shall consist of 5 to 7 members, striving to be representative of all parts of the district.

Officers will be elected and installed at the Sage District Annual Meeting as follows:

Even Years:

- Vice President
- Treasurer
- Resource Room Manager
- Mission Coordinator for Education and Interpretation
- Mission Coordinator for Membership Nurture and Outreach

Odd Years:

- President
- Secretary
- Communications Coordinator
- Nomination Committee Chair
- Mission Coordinator for Spiritual Growth
- Mission Coordinator for Social Action

- 1) Officers will take office immediately upon being installed with the exception of District Treasurer, who will assume her duties on January 1 of the following calendar year.
- 2) Tenure limitations and voting privileges are explained in the United Methodist Women handbook.

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Finance and Leadership Expenses

- 1) All expenses must be vouchered with receipts for reimbursement and sent to the Sage District Treasurer within 30 days after the event attended occurs.
- 2) Food and mileage for the Sage District Officer attending the event will be reimbursed at a rate equal to that used by the Oregon Idaho Conference of United Methodist Women. Expenses in excess of that amount will be the responsibility of the individual.
- 3) Mileage reimbursement for Sage District Officer travel to events will only apply to the most direct, round trip, route for that event. Exceptions will be made for carpooling.
- 4) Dependent care expenses will be reimbursed at a rate equal to that used by the Oregon Idaho Conference of United Methodist Women, or will be negotiated and approved before the event.
- 5) Lodging (applies to all meetings):
 - I. Hospitality housing is preferred, one bed per person is ideal unless negotiated and approved before the event.
 - II. Sage District officers are responsible for requesting hospitality housing 21 days in advance of an event.
 - III. If hospitality housing is not available, lodging at motels will be paid by the Sage District if arrangements are made by the designated host.
 - IV. If hospitality housing is provided and a Sage District officer chooses not to use it, she must pay for her own housing expense.
- 6) Expenses incurred by the Sage District President in attending the Oregon Idaho Annual Conference of The United Methodist Church shall be reimbursed in full, by the Sage District United Methodist Women.
- 7) Nominees for Sage District offices shall have their expenses paid to attend the Sage District Annual Meeting where they are elected.
- 8) Sage District Officer Recognition
 - A basic Special Mission Recognition pin shall be given to each officer who has completed 4 years of service to the Sage District team.
 - A Gift to Mission card shall be given for fewer years of service to Sage District.
- 9) Honorariums or Love Gifts up to \$50 shall be given to keynote speakers, workshop leaders, and translators at Sage District functions.
- 10) Mileage and expenses for supplies and meals for keynote speakers, workshop leaders, and translators at Sage District functions will be reimbursed at the same rate as Sage District Officers.
- 11) A Love Gift of up to \$50 shall be given to the host church when hosting a Sage District meeting or event (e.g. to cover additional utility and janitorial expenses).
- 12) Lodging, meals, registration, and travel of all Sage District officers, including Nominations Committee members, shall be paid to the nearest Oregon Idaho Conference Mission u each year.

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- 13) Sage District scholarship funds shall be made available each year for at least 1 female attendee-to_Mission u. Funds up to the amount budgeted will be available to cover, at minimum, registration fees for qualified applicants.
- 14) The Sage District President shall be expected to attend Quadrennial event/s at Sage District expense; National Assembly and Western Jurisdictional Quadrennial Event. In the event the Sage District President cannot attend, a substitute will be appointed by the President, with the appointee's expenses paid by Sage District. Other Sage District officers shall have equal consideration regarding the division of the remaining budgeted event funds.
- 15) Lodging, meals, registration and travel for all Sage District officers shall be paid by Sage District to attend the United Methodist Women Conference Annual Meeting.

Literature

- 1) Approved resource materials, such as the current handbook and the Sage District Directory, are to be provided at District expense to all officers.
- 2) Sage District shall pay for the United Methodist Women Sampler from United Methodist Women Mission Resources for the Sage District President, Vice President, Resource Room Manager, and Education and Interpretation Mission Coordinator.
- 3) Sage District will provide all Sage District executive officers subscriptions to *Response* magazine if requested.

Special duties not listed in the Conference Handbook

Sage District President:

- 1) Be a voting member of the Oregon Idaho Annual Conference of the United Methodist Church.
- 2) Be authorized to sign checks in the absence of the Sage District Treasurer.

Sage District Secretary:

- 1) Be in charge of compiling, printing, and distributing the Sage District Directory, including District standing rules.
- 2) Be responsible for all members receiving copies of the Executive Committee minutes within 30 days following each meeting.
- 3) Minutes not formally approved during the next regular meeting shall be considered approved as printed.
- 4) Shall keep a list of all properties owned by the Sage District, such as a cash box, etc.

Sage District Treasurer:

- 1) Be a member of the Oregon Idaho United Methodist Women Conference Finance Committee.
- 2) Will send a \$5 Gift in Memory in the case of death of an immediate family member of a Sage District officer, past and present.
- 3) Prepare, annually, the financial pages of the Sage District Directory.

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Sage District Communications Coordinator:

- 1) Shall be responsible for compiling 4 newsletters per year, (early January, mid-April, early August, late October/ early November), or as needed, and for distributing them to Conference, District, and local unit officers and others, as requested.
- 2) Shall publicize Sage District meetings and events.
- 3) Shall update e-mail and mailing lists for newsletter and District Directory distribution.

Sage District *Mission Coordinator for Membership Nurture and Outreach:

- 1) Will review applications for Mission u Scholarships, with priority given to first time attendees, and will inform the Sage District Treasurer.
 - *The Mission Coordinator for Membership Nurture and Outreach, President, and Treasurer will determine the amount to be awarded to each qualified applicant.
 - Will be responsible for the *Healthy Vital Unit* program.

Sage District Mission Coordinator for Social Action

- 1) If a Legislative Event is planned, the Mission Coordinator for Social Action **or** an appointed Legislative Coordinator and/or committee shall organize it.
- 2) Will be responsible for the Charter for Racial Justice program.

Other

- 1) Each Sage District officer is responsible for transferring her procedural file, including handbooks, and for briefing her successor, as soon as possible after leaving office.
- 2) Each Sage District elected officer shall label her files indicating who should be contacted in case of death or inability to complete her term. This information shall be updated annually following the Conference United Methodist Women Annual Meeting.
- 3) The Sage District Standing Rules shall be reviewed at least bi-annually.