

Standing Rules

Midwest District United Methodist Women

August 22, 2019

Midwest District UMW Standing Rules are supplementary to and in accordance with the Constitution and By-laws of United Methodist Women and the Michigan Conference standing rules.

ARTICLE I: COMMITTEES

- A. **Administrative Committee:** shall consist of the President, Vice President, Secretary and Treasurer. The Administrative Committee shall meet, on call of the President, to transact only emergency business between regular meetings of the District Leadership Team (DLT). It shall not change policy or incur indebtedness.
- B. **District Leadership Team:** Voting members of this committee shall be all members listed in the Constitution and By-laws as well as officers of United Methodist Women, Jurisdiction or Conference who reside within the Midwest District. The Chairperson of the Committee on Nominations and appointed positions shall also be voting members of the District Leadership Team.
 - 1. All members of the District Leadership Team will be installed in their position at the Midwest District Annual Meeting. Their term begins January 1 of the following year.
- C. There shall be only one District registrar who is appointed by the President. All registrations for District events will be processed by the registrar.
- D. The Committee on Nominations shall consist of five members, all elected at the District Annual meeting, in a rotating manner for a 4-year term. The Chairperson shall be nominated by the Committee on Nominations for a two-year term within her four-year term on the committee. She shall have served on the committee at least one year prior to becoming the Chairperson
- E. There shall be a Committee on Standing Rules, composed of the Vice President as chairperson, President, Secretary, Treasurer, and Chairperson of the Committee on Nominations. This committee shall meet annually to update the Standing Rules. Such updates shall be submitted to the District Leadership Team for approval. Changes may be made at any meeting of the District Leadership Team by a 2/3 vote in favor of change.
- F. There shall be a District Finance Committee, composed of the Administrative Committee with the Treasurer as chairperson.

- G. When needed, Midwest District shall appoint a representative to the Community House Board of Directors. This shall be in cooperation with the Conference Executive Committee.

ARTICLE II: FINANCES

- A. The District budget will be prepared annually by the District Finance Committee and submitted to the Conference Finance Committee.
- B. Any expense incurred by any District Leadership Team member, by virtue of her office, will be reimbursed by the District, except where there is a vote to the contrary by the District Leadership Team. This includes mileage (per Conference guidelines), registration fee, meals, telephone, dependent care, postage and materials. All District Leadership Team members are expected to attend and participate in all scheduled District Leadership Team meetings and District events. It is assumed that all will share rides when possible. Exception: Any extra expense of District Officers made at the request of the Conference will be paid by the Conference.
- C. Scholarship applications for all events will be printed in the Anchor newsletter and should be submitted at least one month in advance of the registration deadline. Scholarships will be given on a first come, first served basis.
- D. All local units are requested to pay travel expenses of a District officer when she is invited to come as a speaker, part of a program, or for visitation. If the officer goes uninvited or is not offered reimbursement for the event, the District will pay the expense.
- E. Events: The goal should be to cover the expense of a District event with its registration fees. These are SUGGESTED AMOUNTS but decided at the discretion of the Chairperson of the event along with the Treasurer
- F. Offerings taken at District events shall be designated for mission projects, as determined by the District Leadership Team.
1. Speaker/District Annual and/or Special Events: up to three hundred dollars (\$300.00) which includes materials, mileage and meals.
 2. Multiple Speakers at the same meeting: at the discretion of the Chairperson of the event and the Treasurer, not to exceed a total of one hundred dollars (\$100.00) each which includes materials, mileage, and meals.
 3. Speakers presenting multiple sessions – up to one hundred fifty (\$150.00) dollars including materials, mileage and meals.
 4. Speakers, song leaders, or soloists from our own District Leadership Team will not receive a fee. District will pay for materials, mileage and meals.
 5. Musical groups: up to fifty (\$50.00) dollars.
 6. Dependent Care: Nine Fifty (\$9.50) per hour for all District events will be paid per adult attendant. (Two adults are required by State Child Protection Laws). The two adults also need to be certified in child protection training.
 7. Organist/Pianist: up to fifty (\$50.00) dollars.
 8. Technical person: up to fifty (\$50.00) dollars.

- 9. District Annual Meeting: Speakers provided by the Conference every 4 years will be paid according to Conference ruling.
- G. District will pay Seven dollars and Fifty cents (\$7.50) per person to the host church for lunch or dinners. We encourage host churches to not use Styrofoam products.
- H. The District will present a Special Mission Recognition pin to each District officer when she retires from her office, providing she has served a minimum of two years. The District Chairperson for the Committee on Nominations will report to the District Treasurer the names of the officers to receive the Special Mission Recognition twelve (12) weeks in advance of the District Annual Meeting to ensure ordering of said recognition.

ARTICLE III: *DISTRICT LEADERSHIP TEAM MEETINGS*

- A. Dependent or childcare for District Leadership Team meetings shall be provided when needed at the expense of the District. Cost: current rate up to nine fifty (\$9.50) per hour at the meeting place or the dependent's home, up to \$30.00 per day.

ARTICLE IV: PROCEDURES

- A. There shall be a District newsletter (the Anchor) mailed or emailed four (4) times per year.
- B. News items and articles need to be submitted to the Communications Coordinator two weeks prior to the mailing date.
- C. A list of speakers and programs available to local units shall be issued in the September newsletter by the Vice President.
- D. Events and confirmed locations for District meetings for the following year shall be printed in the District Annual Meeting Program Booklet.
- E. Each new District officer shall receive material for her office (Handbook).
- F. There shall be a written letter of acceptance to the Committee on Nominations from each officer yearly. A letter of resignation from those officers who resign before their term expires shall be sent to the Chairperson of the Committee on Nominations
- G. The District Leadership Team shall see that a copy of the Standing Rules is sent to all new officers immediately upon acceptance of the office.
- H. There shall be LINKS who are members of the District Leadership Team assigned to specific local units for the purpose of liaison between District and local units. Each officer should contact and visit her LINK churches at least once a year. The Membership Nurture and Outreach Coordinator shall be responsible for these assignments after considering the location of a LINK officer and the traveling distances to local units. The President and Treasurer will not be assigned local units

as they should be a liaison to all local units. The District President also is on the District Leadership Council and is on the Conference UMW Executive Committees.

- I. District Annual Meeting minutes shall be approved at the first District Leadership Team meeting that follows the District Annual Meeting. They will be printed in the program of the next year's District Annual meeting.
- J. District Leadership Team meeting minutes shall be mailed or emailed as soon as possible to each member
- K. Each District officer is automatically registered for District events. Mileage and registration fees, for these events, will be paid by the Treasurer from District funds. It will be the officer's responsibility to notify the Registrar if she cannot attend or she will be required to pay for that registration. It is also the officer's responsibility to notify the Registrar if she will need to register children for the event.
 - 1. The above will apply to new officers as soon as they are installed, even though their duties will not officially begin until the beginning of the following year.
 - 2. Guidelines for Registrar:
 - a. No registration without payment.
 - b. Place walk-ins on standby.
 - c. The Committee on Nominations will help at the registration table.
 - d. Be sensitive to the needs of the host church in securing a final number of reservations, and in encouraging their members to attend.
 - e. NO refunds after the deadline. Women are encouraged to send substitutes.
 - f. Host church members and District Officers shall arrive 30 minutes prior to registration time. They shall assist in accommodations, schedules, room set-up, etc. Women from host churches should be present at the planning meeting involving their church.
 - 1. District Officers shall wear name badges giving name, office held, and church represented. Officers should circulate among those in attendance to try to see that no one feels "lonely in a crowd."
 - 2. There shall be a nursery provided at each District event, with workers paid from District funds, but staffed by the host church.