

# **United Methodist Women Appalachian District**

## **Standing Rules**

### **ARTICLE I**

The United Methodist Women of the Appalachian District shall function in accordance with the Constitution and Bylaws for the District organizations of the United Methodist Women as adopted by the United Methodist Women National Office.

The Appalachian District Standing Rules of the Western North Carolina Conference United Methodist Women shall be followed.

The following standing rules shall provide specific procedures for the administration of the Appalachian District United Methodist Women. Safe Sanctuary Procedures shall be followed at all meetings.

### **ARTICLE II ELECTION OF LEADERS**

#### **SECTION 1 NOMINATION AND ELECTION**

- A. Elected or appointed District officers may serve as a local Unit officer.
- B. District officers shall be elected at the District Annual Meeting and will take office the following January 1. The President also shall be confirmed at the Conference Annual Meeting.
- C. The slate of officers shall be made available to the Executive Committee and District membership at least thirty (30) days preceding the election.
- D. All officers, except the Committee on Nominations, shall be elected for a two-year term.
- E. The election shall be by ballot; however, if only one nomination is made for each office, a voice vote is permitted.
- F. The voting body of the District organization shall be those members present at the District Annual Meeting.
- G. Nominees shall attend the District Annual Meeting unless excused by the District President.

#### **SECTION 2 TENURE**

- A. No elected leader shall hold the same office for more than four (4) consecutive years except the treasurer who can hold the same office for six (6) years. Tenure on the Executive Committee for the elected leadership of the District shall be limited to a total of eight (8) years.
- B. When an officer has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office. The period of four years shall also apply to persons who, after completing their tenure on the District, served on the district Executive

Committee in any appointed or ex-officio position (including ex-officio positions as conference officer, a member of the SEJ Leadership Development Team and/or a director of the United Methodist Women National Office .

- C. When a woman serves as president and has tenure remaining to serve in another office (within the eight years) she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- D. Six months or more of service will be counted as one year of tenure.
- E. In the event a District officer is unable to complete her term, the District Executive Committee shall elect a member to fill her unexpired term, after receiving recommendations from the Committee on Nominations.

## **ARTICLE III COMMITTEES**

### **SECTION 1 ADMINISTRATIVE COMMITTEE**

The Administrative Committee shall consist of President, Vice President, Secretary, Treasurer, and Parliamentarian. The President may call a meeting of the Administrative Committee to transact only emergency business in the interim between meetings of the Executive Committee. The committee cannot change declared policy, the budget, or incur indebtedness.

### **SECTION 2 EXECUTIVE COMMITTEE (Mission Team)**

- A. The Executive Committee shall be composed of those elected (including Committee on Nominations) and appointed leaders and others as specified in the Bylaws of the United Methodist Women in the District.
- B. Other persons related to the Executive Committee with voice and vote are the Parliamentarian, the Historian, and the Members at Large.
- C. A majority of Committee members present shall constitute a quorum.
- D. The Executive Committee shall function as stated in Article III of the Bylaws of the United Methodist Women National Office.
- E. Membership on Standing Committees shall be named each year.
- F. The President shall serve as an ex-officio member of all committees except the Committee on Nominations.

### **SECTION 3 COMMITTEE ON PROGRAM**

- A. The Committee on Program shall be composed of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and others as needed.
- B. The responsibilities of the Committee on Program are as follows:
  - 1. Plan opportunities and programs for District events.
  - 2. Implement plans and evaluate the effectiveness of each program.

### **SECTION 4 COMMITTEE ON FINANCE**

- A. The Committee on Finance shall be composed of the Treasurer as Chairperson, President, Vice President, Secretary, the four Mission Coordinators, Secretary of

Program Resources, Communications Coordinator, and others as determined by the Executive Committee.

- B. The Committee shall prepare a District Administrative and Membership Development Budget and recommend an amount for Pledge to Missions for approval of the Executive Committee.
- C. The Committee shall recommend to the Executive Committee special offerings for the District and where these offerings should go, including the District Love Offering.
- D. The Committee shall develop plans for interpretation of the finances, responsibilities, and programs of the United Methodist Women National Office.
- E. The committee shall meet at least semiannually. One meeting shall be for budget preparation and one shall be for financial analysis and goal setting.

#### **SECTION 5 COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH**

- A. The Committee on Membership Nurture and Outreach shall be composed of the Mission Coordinator for Membership Nurture and Outreach as Chairperson, President, Secretary, Committee on Nominations chairperson, Mission Coordinator for Education and Interpretation, the Communications Coordinator, and others as determined by the Executive Committee.
- B. The committee shall assist local units with member recruitment and membership concerns; develop strategies for organization of new Units in churches not presently affiliated with United Methodist Women; and develop district units or charge units to increase inclusiveness when there is no possibility of organizing or continuing a unit in the local church.
- C. The committee shall work with the district program of Nurturing Partners to assist local units with membership concerns.
- D. The committee shall meet at least semiannually.

#### **SECTION 6 COMMITTEE ON NOMINATIONS**

- A. The Committee on Nominations shall be composed of five to eleven members and have a rotating membership divided into four classes. Each member shall be elected for a four-year term, except when filling a class left vacant.
- B. The chairperson shall be elected for a term of two years during her four-year term. While serving as Chairperson, she shall be a member of the Executive Committee.
- C. No one may serve more than one (1) four-year term on the Committee on Nominations.
- D. The Committee shall make the slate of nominees available to the Executive Committee and the District membership at least thirty (30) days prior to the District Annual Meeting at which the election is to be held.
- E. The Committee will make nominations to fill vacancies that occur *ad interim*.
- F. The Committee shall meet as needed.

## **ARTICLE IV            DISTRICT OFFICER RESPONSIBILITY**

**GUIDELINES FOR CARE OF CHILDREN AT ALL DISTRICT EVENTS shall be as follows:**

- 1. All children MUST BE REGISTERED IN ADVANCE.**
- 2. Childcare age limit: Six (6) months - twelve (12) years. Children under six (6) months will be the sole responsibility of the registering adult.**
- 3. The registering adult must bring all personal items for children to the event.**
- 4. The Host unit or District organization of United Methodist Women will provide childcare workers.**
- 5. Childcare workers will be responsible during sessions.**
- 6. Children may be brought to the childcare workers fifteen (15) minutes prior to each session and must be picked up within fifteen (15) minutes after close of the session.**
- 7. The District Vice President shall be responsible that Safe Sanctuaries procedures are followed.**

### **SECTION 1 GENERAL**

#### **A. ATTENDANCE AT CONFERENCE MEETINGS**

1. The District President shall attend all meetings as outlined in Article VI, Section 1(C), of the Conference Standing Rules.
2. The District Treasurer and the District Coordinator for Mission Education and Interpretation shall attend all Conference Finance Committee meetings.
3. District officers shall attend all Conference events for which their expenses are paid (as outlined in Article VI, Section 2, of the Conference Standing Rules).

#### **B. ATTENDANCE AT DISTRICT MEETINGS**

1. District officers shall attend the following events:
  - a. Annual Meeting
  - b. Prayer Breakfast
  - c. Special District United Methodist Women events
  - d. All Executive Committee meetings
  - e. Committee meetings as needed and appropriate
2. If circumstances prevent attendance at any of the above meetings and events, all officers shall notify the President and request an excused absence.
3. Three (3) unexcused absences from the above meetings and events will automatically come under review by the District Committee on Nominations. The District President shall make such referrals. If absences are deemed unexcused by the Committee on Nominations, this will be construed as a letter of resignation.

C. CORRESPONDENCE AND REPORTS

1. District officers (elected and appointed) shall be required to share information and materials received from Conference counterparts with local counterparts as soon as possible.
2. The District Secretary, when sending minutes to members of the District Executive Committee, is requested to also send copies to the Conference President, Conference Secretary, and other Conference officers within the District. A draft copy of the minutes should be sent to the District President within fifteen (15) days of the recorded meeting and a revised draft copy mailed to the District Executive Committee within thirty (30) days.
3. All correspondence shall be signed and dated as to the year and month.
4. A file of reports and other materials shall be kept by each officer to pass on to her successor.
5. At the time of the election of officers, the District Secretary shall forward the list of District officers, including their address, zip code, telephone number, and email address as follows:
  - a. One copy to the Conference Secretary
  - b. One copy to each District officer for the upcoming year.
  - c. One copy to be included in the District newsletter.
6. Each District Treasurer shall provide a list of Special Mission Recognition recipients, Gift to Mission recipients, and Gifts in Memory for the preceding calendar year to be included in the District Annual Report.
7. The District Communications Coordinator shall prepare and send in electronic format the addresses organized into zip codes of the local unit Presidents, Vice Presidents, Secretaries, Treasurers, and Circle Chairs, as well as District Officers, in accordance with instructions, to the Conference Communications Coordinator on or before January 15 of each year. Additions or corrections need to be made by January 25. Rosters for new units or other changes may be submitted throughout the year.
8. By February 15 of each year, the Conference Secretary shall be given the following information:
  - a. From each District President, a complete financial and membership report prepared by the District Treasurer in consultation with the District President and District Mission Coordinator for Membership Nurture and Outreach.
  - b. From each District President, an annual report of District United Methodist Women activities and events of the calendar year.
9. On or before February 15 each year, each District President shall send to the Conference President and Conference Mission Coordinator for Membership Nurture and Outreach the membership report which shall include:
  - a. Total District membership number at the beginning of the preceding calendar year (January 1)
  - b. Total District membership number at the conclusion of the preceding calendar year (December 31)

- c. Net gain or loss for that calendar year
- 10. The District President shall promptly notify the Conference President, Secretary, and Treasurer in the event of the death of a resident of the Appalachian District who has served as:
  - a. A member of the Conference United Methodist Women's Executive Committee
  - b. A former President of the North Carolina/Virginia Conference
  - c. A Conference Secretary of Wesleyan Service Guild or Women's Society of Christian Service.

**D. PERFORMANCE OF DUTIES**

- 1. In the event a District officer fails to perform her duties (such as not attending District Executive Committee meetings or Officer Training, or failure to channel information to local officers), authorization is given to the District President and/or District Committee on Nominations to request help from the Conference President and the corresponding Conference officer. Either or both of these may explore the matter and counsel with the officer to determine whether she is capable of continuing.
- 2. In the case of death or resignation of a District officer, all materials pertaining to the office shall be turned over to the Administrative Committee of the District.
- 3. Each outgoing District officer shall meet with her successor and orient her concerning the work. Any equipment and current materials purchased with District funds shall be turned over to the incoming officer.
- 4. The Historian shall collect historical facts for the history of the Appalachian District United Methodist Women. The Historian shall be a member of the District Executive Committee and shall keep the History already published up to date.
- 5. The Parliamentarian shall chair the Committee on Standing Rules.
- 6. At the beginning of the calendar year, the President shall work with the Chairpersons of Program, Finance, and Membership Committees to develop a list of additional officers to serve on those committees for that year. The President shall present this list to the Executive Committee during the first Executive Committee meeting of that year.

**E. NON-MEMBER PARTICIPATION ON DISTRICT EXECUTIVE COMMITTEE**

- 1. All Deaconesses, Church and Community Workers, and Special Term Workers assigned to United Methodist Women projects in the District shall be invited to District Executive Committee meetings (at their own expense) and will be given an opportunity to report.
- 2. Incoming District officers will be invited to attend the District Executive Committee Meeting following the District Annual Meeting when these officers were elected. They shall attend at District expense.

**F. NEW UNITS**

At District expense, a new Unit will be provided the following items, which shall be ordered by the District Secretary of Program Resources:

- 1. Handbook of United Methodist Women which includes Constitution and Bylaws and Finance

2. One-year subscription to *Response*
3. The PURPOSE poster
4. Program book
5. District Standing Rules

## **ARTICLE V SUB-DISTRICT AND MEMBERS-AT-LARGE**

A district organization may include Sub-Districts or Members-at-Large as described in Article VII in the Conference Standing Rules

## **ARTICLE VI DISTRICT FINANCIAL POLICIES**

### **SECTION 1 GENERAL**

- A. The policies in Article VIII, Section 4, Expenses of District of Conference Standing Rules shall be followed.
- B. The Mission Program of the United Methodist Women National Office shall be the primary recipient of funds contributed by United Methodist Women.
- C. All District officers are encouraged to be economical with District funds while using enough to promote the program. This includes good stewardship in carpooling, use of telephones and postage, supplies, and publishing the quarterly newsletter.
- D. SIGNATURE AUTHORIZATION: The President and Treasurer shall have bank authorization. In case of emergency the Secretary will notify the bank.
- E. The Treasurer shall keep all financial records as stipulated by the United Methodist Women National Office , for the current quadrennium and the previous quadrennium.
- F. AUDIT: a Certified Public Accountant (CPA) designated by the Conference shall conduct an annual audit of District financial records. District books are due to the Conference Treasurer by February 10 each year for auditing.
- G. Honoraria may be given for guest speakers and others. Honorarium amounts for speaker(s) for a single event are to be a maximum of \$50; honorarium amounts for musician(s) for a single event are to be a maximum of \$50 for a single event and any other honoraria shall be a maximum of \$25 for a single event. All participants except the District Executive Committee shall receive a \$5 Gift to Mission card. Expenses incurred by the speaker will be reimbursed, including mileage, at amount set by Conference. With the prior approval of the District Executive Committee, the amount may be increased, on a case by case basis, up to \$100 for the District Mission Study. The district may use one Conference officer each year at Conference expense.

### **SECTION 2 VOUCHER PROCEDURES**

- A. All expense vouchers shall be itemized on voucher forms provided by the District Treasurer.
- B. Expense vouchers must be in detail with receipts, and each line item must reflect performance in line of duty or special program meeting assignments.

- C. District expense vouchers must be signed by the person incurring the expense and countersigned by the District President and the District Secretary.
- D. Expense vouchers for District events should be submitted for reimbursement within thirty (30) days after the event.
- E. District officer expense vouchers (travel, telephone, etc.) should be submitted quarterly to the District Treasurer.

**SECTION 3 DISTRICT ADMINISTRATION & MEMBERSHIP DEVELOPMENT  
FUND (Article VIII, Section 6 Conference Standing Rules)**

- A. The District shall pay the expenses of members of the Executive Committee to attend all regular or authorized meetings of the Committee and the District United Methodist Women. Such expenses shall include round-trip mileage and, when necessary, lodging and meals (not to exceed \$15 per day, including tips), and registration fees. Mileage to be paid at the rate approved by the Conference.
- B. District budget requests for Administration and Membership Development (A&MD) Funds (AMDF) shall be presented to the Conference Finance Committee at its August meeting. The Conference Finance Committee will determine the amount to be appropriated to each District based on the request presented.
- C. The District Administration and Membership Development Fund shall be used for promotion of the work within the District.
- D. The District Treasurer shall submit the following reports on the use of Administration and Membership Development Funds to the Conference Treasurer and the District Executive Committee:
  - 1. Quarterly A&MD report
  - 2. Quarterly Total Cash Receipts & Disbursements report
- E. Funds appropriated for District budgets shall be remitted quarterly to the District Treasurer by the Conference Treasurer, based on 25% of the total approved budget of the District. However, if needed, Districts may request a larger percentage of their total in a specific quarter.
- F. Funds remaining in the District treasury at the end of the year will be deducted from the first quarter remittance of Administration and Membership Development Funds to the District for the next year.
- G. The District shall award a scholarship to a member of United Methodist Women as well as to a teen/young woman who has not previously attended the event for which she has been selected. The events are:
  - 1. The Mission u – Cost amount set by Conference Committee
  - 2. The Conference Annual Meeting – Cost amount set by Conference Committee
- H. Therefore, up to three (3) scholarships per year may be awarded. The District shall maintain only one bank account. Bank statements shall be reconciled and balanced monthly.
- I. The District shall pay the expenses of a Conference officer who resides in the Appalachian District when she attends her own District events.
- J. The Conference shall pay expenses of the Conference liaison to attend District events.



- K. Conference officers invited to attend District meetings outside of their own District shall be paid by the host District, with the exception of the one Conference officer allowed. The District may invite a Conference officer as a speaker or resource person to one (1) District event each year at Conference expense.
- L. The District shall order items for sale from the Mission Resource Center on consignment only. No inventory of sale items shall be kept on hand.
- M. District Meeting Love Offerings shall not be used or retained in the District treasury for any operating expenses.
- N. The District is encouraged to earmark the District Meeting Love Offering as “Mission Giving” channel in honor or memory of person(s), and it shall be sent to the Conference Treasurer.
- O. There shall be Special Mission Recognition for persons completing their terms of office. Expenses for the recognitions shall come from the District Administration and Membership Development Funds as designated below.
  - 1. President - 4 years of service - \$100 (Pearl)
    - a. 2 years of service - \$60 (Sapphire)
  - 2. Other elected and appointed officers
    - a. 4 years of service - \$60 (Sapphire)
    - b. 2 years of service - \$40 (Basic)
    - c. Less than 2 years - \$10 Gift to Mission
  - 3. Committee on Nominations
    - a. Chairperson - \$40 (Basic) upon completion of her term as Chairperson
    - b. Others - \$40 (Basic) Special Mission Recognition at end of four-year term. If a member has served as Chairperson of the Committee on Nominations before the end of her tenure, she will not be honored again.
- P. Any others, or those with less time of service than those mentioned above, shall be honored with a \$10 Gift to Mission.
- Q. The Chairperson of the Committee on Nominations will provide a list of outgoing officers and their years of service to the District Treasurer. The District Treasurer should order recognitions for these officers twelve (12) weeks prior to the District Annual Meeting.
- R. A \$5 Gift to Mission card shall be sent, as appropriate, by the District Treasurer to any member of the District Executive Committee in the hospital for an extended stay or with a serious illness.
- S. A Gift in Memory in the amount of \$15 shall be given for members of the District Executive Committee in the event of a death in the immediate family (spouse, child, parent).

**ARTICLE VII            RULES OF ORDER FOR THE APPALACHIAN  
DISTRICT UNITED METHODIST WOMEN ANNUAL MEETING**

**SECTION 1   GENERAL INFORMATION**

Meetings shall open and close at the times stipulated in the official program.

### **SECTION 2 NEW BUSINESSES**

- A. All new business that has not been considered by the Executive Committee of the District shall be presented in writing to the Secretary seven (7) days prior to being considered by the voting delegates.
- B. Proposed resolutions must be submitted in writing to the District President sixty (60) days prior to the beginning of the District Annual Meeting.

### **SECTION 3 MOTIONS**

- A. All motions except on matters of procedure shall be written and signed by the maker and furnished to the Chair before action is taken.
- B. The Secretary, unless directed otherwise, shall not record motions ruled out of order, points of order on which no appeal is taken, or trivial matters of privilege.

### **SECTION 4 DEBATES**

- A. In seeking recognition from the Chairperson, a member must stand to address the Chair and, on being recognized, state her or his name before making comment or motion.
- B. The maker of a motion, in preference to any other delegate, shall be entitled to the floor immediately after the motion is stated.
- C. Debate shall be limited to fifteen (15) minutes per topic.
- D. No member shall speak to a motion a second time until all others have been given the opportunity to speak.
- E. No member shall speak more than twice on the same questions, nor more than two (2) minutes at one time, without the consent of the body.
- F. General consent shall be required if additional time is to be given.

### **SECTION 5 VOTING MEMBERSHIP**

The voting body of the Appalachian District shall be composed of local unit members in attendance.

### **SECTION 6 QUORUM**

A quorum shall be a simple majority of the membership present representing the units in the District.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, Newly Revised Edition, shall be the parliamentary authority. A two-thirds vote of the members present is required to suspend or amend these rules

## **ARTICLE VIV AMENDMENT OF STANDING RULES**

The District Executive Committee may amend the Standing Rules upon recommendation.

***NOTE: For further information on policies from the Conference and United Methodist Women, Inc., refer to the Standing Rules of the Western North Carolina Conference United Methodist Women.***