

Standing Rules of Big Horn District of the Yellowstone Conference United Methodist Women

Reference: *United Methodist Women Handbook 2013-2016*, pages 110-123, published in 2013 by the United Methodist Women, United Methodist Church.

Authority: Bylaws 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 United Methodist Women's Constitution and Bylaws for the conference organization. Provisions will be made in the conference standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws."

In addition, the Yellowstone Conference Standing Rules take precedence over the district rules.

These Standing Rules for Big Horn District, United Methodist Women are supplementary thereto and can be changed, updated and/or re-written at any point in time by the Big Horn District team. These rules are intended as a governing guideline, only, and can be adapted to changing situations.

I. RELATIONSHIPS

A. To other United Methodist Women Organizations

The Big Horn District, which consists of local organizations that are located in the church conference, Big Horn District and in the eastern portion of the Northern Plains District

II. LEADERSHIP

A. Required, Elected Officers

1. President

- a. Presides at meetings of the district organization
- b. Works with the Leadership Team in receiving, evaluating, and preparing reports
- c. Signs, with the secretary, all official and legal papers and orders on the treasury

2. Vice-President

- a. Recommends to and/or receives from the Leadership Team, programming topics and presentation ideas for the District Meetings.
- b. Serves in the President's stead when needed.

3. Treasurer

- a. Provides the treasurer's report to the District Leadership Team when requested.
- b. Writes checks for all disbursements as approved by the Leadership Team and retains appropriate backup with associated approvals.
- c. Verifies approvals of at least two officers and retains vouchers and/or emails associated with disbursements.

- d. Reconciles bank statements and check registers on a regular basis
- e. Provides financial status reports, both in the district newsletter and at an annual meeting determined by the team. Such reports will also be made available to the general attendance at a district meeting. Proposes an appropriate budget to the team at a fall meeting.
- f. Determines which units qualify for the 5 star award through channels of giving and provides associated certificates.
- g. Provides all documentation for a financial review upon a change of treasurer or upon request by the President.

4. Secretary

- a. Delivers minutes of the Leadership Team and Annual Meeting sessions to members of the Leadership Team.
- b. Signs, with the president, all official and legal papers and orders on the treasury.
- c. Takes the roll at District Meetings.
- d. Maintains minutes in either electronic or hard copy format.

5. Chair of Nominations

- a. Leads committee on nominations to identify, recruit, and evaluate candidates for elected and appointed positions.
- b. Maintains a record of tenure and years of service for the entire Leadership Team including appointments.
- c. Keeps an updated talent bank of recommended potential leaders.

B. Elective Team Members (can be elected or appointed as needed and duties combined or re-organized to fit changing situations within the district)

1. Committee on Nominations Members

- a. Assists chair of the committee on nominations to identify, recruit, and evaluate candidates and keep a talent bank of recommended potential leaders.

2. Spiritual Growth Coordinator

- a. Provides opportunities and resources which encourage leadership team members to grow spiritually and put faith into action.
- b. Coordinates and/or promotes special times and events for worship, prayer, music and devotions at district meetings.

3. Membership Nurture and Outreach Coordinator

- a. Coordinates membership efforts to encourage growth, with flexible structures leading to effective UMW organizations and provides direction to local units on reporting.

- b. Develops recognition awards, as appropriate, to encourage membership involvement in local, conference and national UMW events and goals.

4. Education and Interpretation Coordinator

- a. Helps to empower women to understand, interpret and participate in the mission giving and outreach of UMW and promotes mission education opportunities.

5. Social Action Coordinator

- a. Promotes and interprets the work of UMW to turn thought into action as expressed through social and global involvement.
- b. Works with Leadership Team to select several priority issues on which to focus district prayer, study and action (e.g. contact with legislatures), taking into consideration national and conference UMW issues.

6. Secretary of Program Resources

- a. Promotes the Reading Program and encourages participation through recognition as appropriate.
- b. Orders on consignment, displays and arranges for the sale of program materials at district meetings

C. Appointments

Other leaders may be appointed for specific jobs or projects, expansion of specific areas or needed services at the discretion of the Leadership Team. The Leadership Team in consultation with the Committee on Nominations will find nominees with appropriate skill sets and enough tenure to serve. Then the chair forwards these names to the president for appointment. Appointees may be invited to meetings at the request of the president and at conference expense, where the task for which they have been appointed will be discussed. Appointees will have voice without vote at leadership team meetings. Appointed team members do not normally have their way paid to any UMW events.

D. Task Assignments Giving Leadership Experience without Tenure

A specific task may be assigned to an individual. A task force is created when more than one person is needed to complete the task (e.g., different geographic regions, types of experiences, varied skills sets, for the generation of ideas). In both cases, reports on progress are submitted through the president. Those assigned tasks may be invited to meetings at the request of the president and at conference expense, where the task for which they have been assigned will be discussed. They will have voice without vote at leadership team meetings. Those with assigned tasks do not normally have their way paid to any UMW events.

III. COMMITTEES

A. Leadership Team

1. The membership will include, with vote, the president, vice president, treasurer, secretary, chair of nominations, Mission u dean, spiritual growth coordinator, membership nurture and outreach coordinator, education and interpretation coordinator, and social action coordinator and any conference mission team members who reside in the district.
2. The president may authorize conference call meetings as needed.
3. The president may call for an email vote between meetings, when time is of the essence.

B. Committee on Nomination

1. The membership will include the Chair and four (4) additional members plus any conference committee nomination members who reside in the district.
2. This committee will contact potential nominees and publish the slate of officers and appointed positions.

C. Financial Review Committee

1. A Financial Review Committee will be appointed, as needed, by the President to perform any required audits to ensure appropriate maintenance of financial documents and associated backup.
2. In years when the Treasurer is changed, an outside audit may be requested (*See II.A.e.g*) which includes reconciliation, checking balances, identifying vouchers and invoices to ensure accuracy and that appropriate documentation and protocols are followed.

D. Standing Rules Committee

1. The membership should include the secretary and two (2) additional members appointed by the president and confirmed by the Leadership Team.
2. Amendments are processed in the following way.
 - a. The committee presents proposed changes to the Leadership Team through the president.
 - b. This committee submits the approved changes for posting to the website and also submits a notice for the district newsletters stating that all members should review these amendments and send comments for review.
 - c. The committee then presents the amended standing rules to the Big Horn District organization at a District Meeting for adoption.

IV. NOMINATIONS AND ELECTIONS

A. Elections

1. The president, secretary, treasurer and chair of committee on nominations will be elected to two-year terms.
2. Those elected to complete unexpired terms shall serve the remainder of the term.

3. Other nominations may be made from the floor at the Fall District Meeting, providing that the woman so nominated has given her consent. Elections for that office shall proceed after the candidate has been vetted by the committee on nominations.
4. The voting body shall be composed of members of United Methodist Women within the boundaries of the Big Horn District in attendance at the District Meeting.
5. Voting shall be by voice unless more than one candidate for any office has been nominated. Then voting shall be by ballot for the office that has multiple candidates.
6. Elected leaders assume office on January 1 following election, although installation takes place at Fall Meeting.

B. Tenure

We will abide by the bylaws regarding terms of tenure. The treasurer is permitted to serve up to six years in this position.

C. Responsibilities of Outgoing Leaders

Position files and resources will be transferred to the Leadership Team member most appropriate by December 31 in the same year as the election.

V. MEETINGS AND EVENTS

A. District Meetings

1. The location shall rotate between churches or can be held at church camps at the will of the leadership team.
2. The hosting local organization shall provide lodging for the district and conference leadership when possible.
3. The registration fee shall be determined by the Leadership team.

B. Local Unit Visitation

1. Visits may be made by those elected, under appointment, or by those formerly elected, with permission of the district president
2. The conference reimburses mileage for these visits and the district covers the cost of materials that may be taken up to \$25.

VI. FUNDS

A. Administration and Membership Development

1. Members of the conference and district leadership teams, members of the conference and district committee on nominations, those in appointed positions when requested to attend and invited guests are reimbursed for expenses incurred when attending District Meeting.
2. Reimbursable Expenses

The district will follow Yellowstone Conference Standing Rules

3. Purchase of UMW Handbooks for conference officers and members of the Conference Committee on Nominations.

a. Hard copies will be ordered for those preferring this option, with the understanding that the printed handbook stays with the position.

4. Honorariums

a. Conference and District elected leaders are considered to be volunteers. It is the Policy of the National UMW that these leaders not accept honorariums beyond expenses delineated above during tenure of office for services rendered to and through United Methodist Women.

b. Honorariums may be paid to speakers at UMW events with the approval of the Leadership Team.

B. Financial Offerings at District Meetings

The Love offering shall be given to Mission Giving through Pledge of Mission.

No other offerings will be requested; however, as the Leadership Team determines units may be encouraged to bring items to the meetings (e.g., layettes, flood buckets, hygiene items) for a purpose described in the district meeting registration form