

# Western Mountains District of the United Methodist Women

## Standing Rules - Revised 9/20/2014

(Articles I-VIII are found in the Constitution and Bylaws  
for United Methodist Women, 2013-2016 - pages 95-150)

### 1. COMMITTEES

#### a. Leadership Team

The Leadership Team will include district officers, coordinators and the nominating committee. It shall also include members of the Conference Leadership Team, the Jurisdiction Leadership Team directors of the UMW national organization and members of the program advisory group residing within the district.

#### b. Administrative Committee

The Administrative Committee will include the president, vice president, secretary and treasurer. This committee may meet between regular meetings on call of the president to transact emergency business only. The Administrative Committee shall not change policy or budget, or incur indebtedness.

#### c. Finance Committee

The TREASURER shall be the Finance chairperson if she chooses to assemble a Finance Committee. The committee should meet by the end of July to prepare the budget for the next year and deal with matters related to finance as they arise.

1. Registration, meals, and travel (\$.20 per mile) shall be paid to all-Leadership Team members attending the District meetings and other meetings of the district and conference as needed.
2. As a courtesy, an honorium of no more than \$50.00 will be given to all invited guests and speakers from outside the organization.
3. A scholarship for a district meeting may be given annually to a local unit. The scholarship will include registration and meals for up to four women and mileage for one vehicle. The Leadership Team after reviewing the attendance patterns of local units will determine the recipients.
4. The outgoing president(s) of the district will be presented with Special Mission Recognition Pin by the district organization, to be presented by the incoming president.
5. All other officers will be presented with a "Thank You" gift to mission card. Officers serving 8 years or more are eligible for a Special Mission Recognition pin.
6. New UMW Handbooks should be purchased every four years for all district officers, coordinators and the Committee on Nominations.
7. District Leadership Team will be reimbursed by the Conference Treasurer for registration, community meals, and housing to annually attend one session of Mission u.

#### d. Committee on Nominations

The Committee on Nominations shall maintain a record of tenure and years of service for the entire Leadership Team, including appointments. A vice chairman can be selected to assist the chairman from among the committee members. A slate will be presented at the fall meeting with elected officers of president, vice president, secretary, treasurer and chairman of nominations and members of the nominating committee and coordinators. A term of office is two year years beginning each January.

e. Program Committee

The VICE PRESIDENT of the district shall be the program chairperson if she chooses to assemble a Program Committee. The committee will assist the vice president in planning programs for the District meetings.

f. Standing Rules Committee

The PRESIDENT of the district shall be the standing rules chairperson if she chooses to assemble a Standing Rules Committee quadrennially when revised UMW Bylaws are published. Standing Rules shall be reviewed every four years and revised whenever necessary.

2. **MEETINGS**

a. Winter Leadership meeting shall be in January/February. Leadership Team meeting shall be a planning meeting for the coming year.

b. Spring District meeting shall be in April, which shall include an inspirational program. Leadership Team meeting on Friday night prior to the Saturday District meeting.

c. Fall District meeting shall be in September with a Leadership Team meeting on Friday night prior to the Saturday District meeting. Saturday shall be the annual business meeting, which will include approval of the budget and election of a new slate of officers, coordinators and nominating committee members.

*Odd Year*

President  
Secretary  
Mission Coordinators:  
Mission Education and Action  
Secretary of Program Resources  
Chairperson of Nominations  
two Nominating Committee

*Even Year*

Vice President  
Treasurer  
Mission Coordinators:  
Spiritual Nurture and Membership  
Communication Coordinator  
(who will serve as editor of the district newsletter)  
two Nominating Committee

d. Information for hosting the district meeting shall be maintained by the vice president. The host unit will report the cost of registration and lunch, attendance, program, and any other pertinent information to the Vice President within a month following the meeting. The vice president will pass it onto the next host unit.

3. **MINUTES**

All minutes of District meetings shall be distributed to all members of the Leadership Team. A summary of each District Meeting will be included in the newsletter.

4. **DISTRICT OFFICER TRAINING**

Outgoing officers are expected to meet with incoming officers and provide training for them. Materials such as the UMW Handbook and training information are to be passed on to the new officer. Attendance at conference training is strongly recommended.

5. **AMENDING STANDING RULES**

These Standing Rules can be amended by the Leadership Team present at a meeting with a quorum attending. Adoption requires a two-thirds vote without previous notice or a majority vote with notice.