

**ALABAMA-WEST FLORIDA CONFERENCE  
UNITED WOMEN IN FAITH  
POLICIES  
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# **ALABAMA-WEST FLORIDA CONFERENCE UNITED WOMEN IN FAITH POLICIES**

## **I. FINANCE**

All monies collected from local units and districts belong to the conference organization. These funds are to be disbursed by the conference according to the PURPOSE.

### **A. SYMPATHIES SENT IN THE NAME OF THE CONFERENCE**

1. The district president shall send a "Gift in Memory" card to a member of the current Conference Executive Mission Team residing within her district in the event of the death of a parent, child, or husband, stating that a gift to mission has been sent to National United Women in Faith from the conference organization. The amount of the gift shall be determined annually by the Committee on Finance and approved by the Conference Executive Mission Team. The conference treasurer shall pay the designated amount from the conference budget.
2. In the event of the death of a member of the Conference Executive Mission Team or a past conference president of United Women in Faith or predecessor organization residing within the district, the district president shall send a "Gift in Memory" card to the family that a gift to mission has been sent to National United Women in Faith from the conference organization. The amount shall be determined annually by the Conference Committee on Finance and approved by the Conference Executive Mission Team. The president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.
3. In the event of illness of a member of the Conference Executive Mission Team residing in her district, the district president shall send a "Gift to Mission" card. She shall notify the conference president and mission coordinator for membership nurture and outreach.
4. In the event of the death of a parent, child or husband of the current Conference Executive Mission Team, the conference president shall send a "Gift in Memory" card stating that a gift to mission has been sent to National United Women in Faith from the conference organization. The amount shall be determined annually by the Conference Committee on Finance and approved by the Conference Executive Mission Team. The conference president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.
5. In the event of the death of a member of the Conference Executive Mission Team or a past conference president of United Women in Faith or a

predecessor organization, the conference president shall send a "Gift in Memory" card to the family. The card shall state that a gift to mission has been sent to National United Women in Faith from the conference organization. The amount shall be determined annually by the Conference Committee on Finance and approved by the Conference Executive Mission Team. The conference president shall notify the conference secretary and treasurer. The treasurer shall pay the designated amount from the conference budget.

6. In the event of illness of a member of the Conference Executive Mission Team, the conference president shall send a "Gift to Mission" card. She shall notify the mission coordinator for membership nurture and outreach. The conference treasurer shall pay the designated amount from the conference budget.

## **B. HONORARIA**

1. Honoraria for the speakers, leaders, pianists, song leaders and other special groups at the Annual Meeting, Spiritual Enrichment Retreat or other events planned by the Committee on Program shall be an amount determined annually by the Committee on Finance, plus travel, lodging and food.
2. Speakers, leaders, pianists, song leaders, focus group leaders and other special groups shall be notified as soon as practical of the amount of the honorarium to be awarded.
3. The treasurer shall deliver honoraria checks to the leaders/speakers/musicians at the conclusion of the event and send checks for other expenses upon receipt of expense vouchers.

## **C. AGREEMENTS and CONTRACTS**

1. Agreements shall be made between the Conference United Women in Faith and any invited speakers, leaders, pianists, song leaders and other special groups at the Annual Meeting, Spiritual Enrichment Retreat, or other events planned by the Committee on Program.
2. Agreements shall clearly state the expectations and requirements, including but not limited to the PURPOSE of United Women in Faith, of the invited speakers, leaders, pianists, song leaders and other special groups.
3. Agreements shall state the honorarium to be presented as well as any expense reimbursement limits or stipulations.
4. Contracts or other paperwork from the hosting venue outlining rates for usage, equipment, and cleaning shall be made available.

## **D. TRAVEL EXPENSES**

1. Mileage rate for conference and district officers to conference events shall be paid at an amount determined annually by the Committee on Finance and approved by the Conference Executive Mission Team annually at its July executive meeting.

2. Car travel of district officers: the conference shall pay for car travel mileage at the established rate to attend United Women in Faith meetings. Carpooling to the fullest extent is strongly encouraged and recommended.
3. Car travel of Conference Executive Mission Team members: the conference shall pay car travel mileage at the established rate to attend conference United Women in Faith meetings and other conference events. Carpooling to the fullest extent is strongly encouraged and recommended.
4. Air Travel: when it is necessary for invited guests and Conference Executive Mission Team members to travel by air, the conference shall pay only coach fare. Tickets shall be purchased earlier than fourteen (14) days prior to travel. If tickets are not purchased by the deadline, the amount reimbursed shall be the lesser of the actual ticket amount and the amount the ticket would have been if purchased as requested.
5. When a conference officer or chairperson attends a district meeting to promote a program implemented by the conference, expenses shall be paid for by the conference. When a conference officer or chairperson attends a district meeting at the district's invitation, the district pays the expense. Expenses shall be paid at the yearly approved rate by the Conference Executive Mission Team.
6. When a district/conference officer or district/conference chairperson attends a meeting at a local unit to promote a program implemented by the conference or district, expenses shall be paid by the district/conference at the approved annual rate. When a district/conference officer or district/conference chairperson attends a local unit meeting at the invitation of the unit, the local unit pays the expenses at the yearly approved rate.

#### **E. REGISTRATION FEES**

1. There shall be a registration fee for the Annual Meeting and the Spiritual Enrichment Retreat which is to be determined annually by recommendation from the conference Committee on Finance and approved by the Conference Executive Mission Team. The registration fee shall be paid by conference and district officers attending.
2. The amount of the registration fee for Cooperative Mission u shall be decided by the Cooperative Mission u Planning Committee. This fee shall be paid by conference and district officers attending.
3. Registration shall be for the full period of the event, except that registration for the Annual Meeting may be for one day.
4. Commuters to events at Blue Lake Methodist Camp must register and pay registration fees and meals, plus any Blue Lake Methodist Camp charges.
5. No refund of registration fees shall be given. A refund of lodging and food costs for any cancellation after the registration deadline shall be at the

- discretion of the Registration Committee. No refunds shall be given to those who register but do not attend.
6. Reservations made after the deadline shall be subject to a late fee and the availability of lodging and food.
  7. No one is guaranteed lodging and completed registration until the registration fees, lodging and food costs have been received by the Registrar.
  8. If an event is cancelled, registrants shall have credit or a refund check as they choose.
  9. If a check is returned by the bank for Non-Sufficient Funds, account closed or any other reason it shall be subject to the same fee imposed by the bank to the conference account. The amount of the check plus any fees shall be paid by cash or cashier's check.

## **F. CONFERENCE SCHOLARSHIPS**

1. There will be three scholarships awarded to Annual Day and three to Soul Care (Spiritual Enrichment) Retreat. Preference will be given to applicants from one of these categories: First Timer, Under 39, New Member of AWF-UW Faith having joined in the last year.
  - a. Applications for these scholarships shall be requested from the conference secretary or downloaded from the Conference United Women in Faith Website. Applications shall be submitted to the conference secretary thirty days (30) prior to the event. No application shall be considered that does not meet this deadline.
  - b. A committee of the secretary, mission coordinator for spiritual growth and the vice-president shall review the applications and choose the scholarship recipients.
  - c. The recipient and the conference treasurer shall be notified two (2) weeks prior to the event.
  - d. The recipient shall submit a registration form immediately to the registrar and the treasurer will cover the expenses.
  - e. If a chosen recipient is unable to attend, funds will revert to the scholarship fund.
  - f. The conference treasurer shall pay the designated amount from the conference budget line item for each of the events.
2. One Jurisdiction/Assembly Quadrennial scholarship shall be given to a recipient at a rate presented by the Committee of Finance and approved by the Conference Executive Mission Team. The recipient of the scholarship shall be chosen from one of these categories: First Timer to UW Faith Assembly/Jurisdiction, Under 40, A New Member of UW Faith having joined in the last year. Applications for these scholarships shall be requested from the conference secretary or downloaded from the Conference United Women in Faith Website.

- a. Applications for these scholarships shall be requested from the conference secretary or downloaded from the conference United Women in Faith Website. Applications shall be submitted to the conference secretary twenty days (20) prior to the early registration deadline. No application shall be considered that does not meet this deadline.
- b. A committee of the secretary, mission coordinator for spiritual growth and the vice-president shall review the applications and choose the scholarship recipient.
- c. The recipient and the conference treasurer shall be notified two (2) weeks prior to the close of the early bird registration date.
- d. The recipient shall submit a registration form immediately to the registrar and the treasurer shall cover the expenses.
- e. If the chosen recipient is unable to attend, funds shall revert to the scholarship fund.
- f. The conference treasurer shall pay the designated amount from the conference budget line item for each of the events.

#### **G. EXPENSE VOUCHERS/REIMBURSEMENTS**

1. Expense vouchers shall be signed by the conference president and the conference secretary prior to payment at least quarterly by email authorization. Checks made payable to the treasurer shall be signed by the president.
2. All expense vouchers shall include receipts attached to the voucher.
3. Expense vouchers shall be sent to the treasurer itemizing each line that relates to a budget line item. An email from the conference president authorizing any budget overage expense payment must be attached.
  - a. Annual Day expenses: If the expense is more than the budget, the conference vice-president must sign off on the voucher.
  - b. Spiritual Enrichment Retreat: if the expenses are more than the budget the spiritual growth coordinator must sign off on the voucher.

#### **H. DEPENDENT CARE/CHILD CARE**

Dependent care of an amount to be determined annually by the Committee on Finance shall be paid per day for home care to Conference Executive Mission Team members who have dependent family members. The amount shall be paid for meetings at which the member's attendance is required.

#### **I. LOVE GIFTS and SPECIAL MISSION RECOGNITION**

1. Anyone leaving the conference or district leadership team after serving an elected term (two years) shall receive a Basic Gold Special Mission Recognition.

2. Anyone leaving the conference or district leadership team after serving two (2) consecutive elected terms (four years) shall receive a Sapphire Special Mission Recognition Pin.
3. Anyone leaving the conference or district leadership team after serving more than four (4) consecutive years shall receive a Pearl Special Mission Recognition Pin.
4. If a person serves as conference or district president for four (4) consecutive years, she shall receive a Pearl Special Mission Recognition Pin. The conference or district may take a love offering and the pin shall be determined by the amount of the love offering in addition to the set price stated.
5. A Basic Gold Special Mission Recognition Pin shall be presented to members of the Committee on Nominations (conference or district) at the conclusion of their four (4) year term.
6. Conference or district members of the Committee on Nominations who do not complete a four (4) year term shall be given a "Gift to Mission" card. Conference or district leadership team members who do not complete a full elected term of two (2) years shall be given a "Gift to Mission" card.
7. The conference/district Chair of the Committee on Nominations shall advise the conference/district treasurer of all pin recipients before September 1 of each year, as well as the conference/district president and secretary.

#### **J. EXCESS FUNDS**

1. When money is collected for a specific purpose and the amount exceeds the amount required, the excess funds shall go into the Unexpected Opportunities Account.
2. Officers shall not spend more than the amount budgeted unless the excess has been approved by the Committee on Finance and the Conference Executive Mission Team prior to the expenditure.
3. The minimum balance of the conference general checking account shall be maintained at the required minimum balance of the financial facility as to not incur monthly fees.

#### **K. EXPENSES FOR SPECIAL MEETINGS ATTENDED by OFFICERS**

1. Members of the Executive Mission Team shall present to the Committee on Finance requests to attend unbudgeted meetings held in connection with their officer responsibilities.
2. The conference president may, upon invitation, represent the conference at the Annual Meeting of National United Women in Faith.
3. The conference president, or designated representative, is authorized to attend at conference expense, any meeting of annual church conference boards, commissions, and committees of which she is a member, or any



meeting to which she may contribute or from which she may receive information pertinent to United Women in Faith.

4. The conference shall pay the expenses of all conference and district officers, officers-elect, and designated representatives for the following events:
  - a. Conference sponsored meetings of the Conference Executive Mission Team, standing committees, or called meetings of the conference.
  - b. Meetings when designated to represent the conference and expenses are not otherwise provided.
5. Travel, food and lodging expenses of each of the three voting delegates to Assembly/Southeastern Jurisdiction Quadrennial Meetings shall be paid for by the conference at a rate not to exceed \$600 each.
6. Conference officers may submit an estimate of expenses for authorized trips and draw money in advance. Estimates must be submitted in time for approval by the president and treasurer.
7. Lodging expenses shall be paid for district officers who do not have first night meeting responsibilities when they carpool with conference officers, if the first night expense is more cost effective than individual mileage.

#### **L. OFFICER REIMBURSEMENT**

1. All conference and district officer reimbursement must include proper receipt of expenses and be on a voucher form.
2. This must be authorized and/or approved by the committee chair of that event if expenses are other than meals or lodging.
3. Receipts must be sent to the conference treasurer no later than two (2) weeks after the event. All reimbursement checks are void after 90 days of date on check.

#### **M. OFFICER SCHOLARSHIPS and SUBSIDIES**

1. Cooperative Mission u shall be subsidized by the Conference United Women in Faith at a rate to be determined annually by the Committee on Finance and approved by the Conference Executive Mission Team.
2. Conference and district officers and nominations committee members shall receive a scholarship and travel expenses to the Cooperative Mission u at a rate determined annually by the conference Committee on Finance and approved by the Conference Executive Mission Team.
3. To receive a scholarship and travel, full attendance to the event is required.
4. The Conference Spiritual Enrichment Retreat shall be financed by the Conference United Women in Faith according to the budget at an annual rate determined by the Committee on Finance and approved by the Conference Executive Mission Team.
5. Members of the conference and district Executive Mission Team and Committee on Nominations members shall receive travel and a scholarship to

the retreat. The purpose is to get acquainted with local women and district officers for the purpose of securing conference leadership. To receive a scholarship and travel, full attendance to the event is required.

6. The Conference Annual Meeting shall be financed by the Conference United Women in Faith, according to the budget at an annual rate determined by the finance committee and approved by the Conference Executive Mission Team.
7. Registration fees to conference sponsored events shall be paid by conference officers, district officers and Committee on Nominations members.
8. All conference and district officers and Committee on Nominations members' request for conference reimbursement must fulfill the following requirements:
  - a. Include proper receipt of expense
  - b. Be on a properly completed voucher form
  - c. Expense is other than meal or lodging
  - d. Must be authorized and/or approved by the committee chair of that event if expense is other than meal, lodging or travel.
  - e. Must be sent to the conference treasurer no later than two (2) weeks of event
  - f. All reimbursement checks not cashed are void after 90 days of the date on the check.

#### **N. CONTRIBUTIONS TO OTHER AGENCIES**

1. Church Women United: The Conference Organization shall annually contribute an amount recommended by the Committee on Finance and approved by the Conference Executive Mission Team to Church Women United, in the following manner: 25% to Florida Church Women United and 75% to Alabama Church Women United.
2. IMPACT/ARISE Membership: The Conference shall pay for membership to Alabama ARISE and Florida IMPACT at an amount to be determined annually by the Committee on Finance and approved by the conference Executive Mission Team for the conference mission coordinator of social action and the mission coordinators of social action for the districts within the boundaries of the state of Florida, which currently are Pensacola and Marianna/Panama City Districts.
3. Other Agencies: In order for an agency to be considered for monetary support from the Alabama-West Florida Conference United Women in Faith they must be in compliance with the guidelines and bylaws of the National United Women in Faith's Organization. They must complete the Annual Financial Account Report sent to them by the conference president. Failure to comply with the due date and the requirements stated on the Annual Financial Accounting Report shall result in the immediate cease of funds to that organization.

## **O. GUESTS at MEETINGS and EVENTS**

1. Missionaries and deaconesses residing within the bounds of the conference may attend the Annual Meeting, Cooperative Mission u, and Spiritual Enrichment Retreat as a guest of the conference with the expense of the lodging, registration and meals paid.
2. Nominees for conference office, who are not current members of the Conference Executive Mission Team, shall be guests of the conference Annual Meeting including Friday evening with all expenses paid.
3. The Bishop and District Superintendents and their spouses, past Alabama-West Florida and Central Alabama Conference, Women's Society of Christian Service, United Methodist Women, United Women in Faith Presidents, and Wesleyan Service Guild Presidents/ Secretary shall be invited to the one-day United Women in Faith Annual Meeting (Saturday) with expense of registration and noon meal covered by the conference.
4. Nominees to National United Women in Faith, who are not members of the Executive Committee, shall have their expenses paid to the Jurisdiction Quadrennial Meeting in the same proportion as members of the Conference Executive Mission Team.

## **P. ACCOUNTS and DESCRIPTIONS HELD by ALABAMA-WEST FLORIDA CONFERENCE UNITED WOMEN IN FAITH**

1. Transfer the appropriate end-of-year funds to the various savings accounts from the Administration and Member Development (A&MD) general checking account.
  - a. Interest from the Mobile Land Sale CD and any excess funds under budget for the Annual Day and Spiritual Enrichment Retreat shall be transferred to the Unexpected Opportunities savings account.
  - b. Annual budgeted amounts from the A&MD budget for Assembly and Jurisdiction travel for district and conference officers shall be transferred annually to the Assembly / Jurisdiction Travel savings account. This account shall be used for designated officers for the purpose of travel, lodging, meals and registration for Assembly or Jurisdiction events.
  - c. Assembly/Jurisdiction Love Offering which is collected from the Conference Love Offering from the local units at a rate set annually. The funds are to be given at each Assembly and Jurisdictional meetings during the Offering Service.
  - d. Conference Event Scholarships are set from Annual Day and Spiritual Enrichment Retreat budgets and excess funds are then transferred to savings.

2. The Copeland Savings account shall be used every two years for seminar events for social action. Out-of-conference events can be included. Funds are not transferred into this account.
3. Mobile Land Sale Certificate of Deposit was created from a land sale by a private donation. The principal shall remain intact and the interest is to be transferred to the Unexpected Opportunities savings account.
4. An annual review of investments shall be given at the January meeting.

#### **Q. LOVE OFFERING**

1. A Love Offering may be given each year by each member of the Alabama-West Florida Conference United Women in Faith. The distribution of the Love Offering shall be approved by the conference Executive Mission Team, upon recommendation of the Committee on Finance.
2. The distribution percentage of love offerings shall be voted on annually. Current recipients are: Dumas Wesley, Cooperative Mission u, Administrative and Membership Development Fund, Assembly and Jurisdiction meetings. Allocations for each shall be recommended by the conference Committee on Finance and approved by the Conference Executive Mission Team.

#### **R. DISTRICT CHECKING ACCOUNTS**

1. District treasurers and district presidents shall both be signers of all district checking accounts.
2. The district president shall have access to all district monetary accounts.
3. The conference treasurer shall have access to all district monetary accounts only in the event of an emergency situation where both the district treasurer and district president are unable to conduct financial requirements.
4. The conference treasurer shall have all district's monetary account information on file.

#### **S. VACANT OFFICE OF DISTRICT PRESIDENT**

1. The following is a chain of command for someone to be chosen as a bank signer and an expense signer for a district that does not have a currently serving district president. In the event the district does elect a district president, this chain of command with the duties mentioned would immediately revert back to the district president.
2. Chain of command for financial matters would fall to the following order:
  - a. District Vice President
  - b. District Secretary
  - c. District Chair of the Committee on Nominations
  - d. District Coordinator assigned by the remaining district team
  - e. Conference President

## **T. INACTIVE STATUS OF LOCAL UNITS**

If a local unit elects to become Inactive from the organization of United Women in Faith, then that unit shall:

1. Complete the appropriate Inactive Status forms found on the Alabama-West Florida website [www.awf-uwfaith.org](http://www.awf-uwfaith.org) under "Forms." A copy of the form shall be sent to the district and conference president, treasurer and the mission coordinator for membership nurture and outreach.
2. Send all restricted monies that are designated to the United Methodist Women or United Women in Faith's organization to the district treasurer prior to closing the local unit's checking account.
3. Discontinue the use of all branding of the United Methodist Women's (UMW) or United Women in Faith's (UW Faith) name/abbreviations, logos or federal tax ID number.
4. Forward the name and contact information of any member who desires to remain a member of the United Women in Faith to the district president and secretary of any individual who desires to retain membership in United Women in Faith and that individual shall become a district member.

## **U. DISTRICT MERGER**

When districts merge, the district's worksheets, budgets, pledges and checking accounts shall be merged into one accounting system under one district treasurer. Notice of the change shall be sent to the national finance office of United Women in Faith by the conference treasurer. All former financial records of former districts shall be kept with the new district treasurer's records for safekeeping.

## **II. OFFICER REPORTS**

Reports of meetings and activities of mission agencies that are supported by the conference organization shall not exceed five minutes. A report that is thought to be of necessity and exceeds the five-minute limit shall require a suspension of the rule.

- A. Annually, at the last Conference Executive Mission Team meeting of the year, each conference officer and each district president shall present a report of her yearly officer activities.
- B. The report shall be typed and double-spaced, not to exceed 150 words.
- C. She shall present a copy to the secretary, the president, and to her successor (if rotating off that position). Officers who are continuing in office shall include the report in the permanent file for that office.
- D. The report shall be attached to the official minutes of the conference organization.

### **III. PUBLICATIONS**

#### **A. REGULAR PUBLICATIONS OF THE CONFERENCE**

The conference quarterly newsletter and the conference directory shall be the only regular publications of the Conference United Women in Faith. All conference/district newsletters/publications shall be reviewed and approved for publication by the conference president prior to being published.

#### **B. CONFERENCE NEWSLETTER**

1. There shall be a newsletter which shall be published quarterly. The newsletter shall be reviewed and approved for publication by the conference president prior to publishing.
2. The purpose of the newsletter is to share information from the conference in relation to upcoming events approved by United Women in Faith and the PURPOSE.
3. The newsletter shall be sent electronically to all local unit presidents, (free of charge). Conference, district & local officers, and all other persons that subscribe electronically at no charge. or receive a printed, emailed copy at an amount to be determined annually by the Communications Committee. Printed copies for individuals may be downloaded from the [www.awf-umwfaith.org](http://www.awf-umwfaith.org) website.
4. The Winter issue of the conference newsletter shall include information about the Annual Meeting and shall reach readers six (6) weeks before the date of the meeting. Information is due to the communications coordinator on December 1 for the *ALERT* to be published by December 30.
5. The Spring issue of the conference newsletter shall include information on Financial Interpretation. Information is due to the communications coordinator February 10 for the *ALERT* to be published by March 10.
6. The Summer issue of the conference newsletter shall include information about Cooperative Mission and shall reach readers six (6) weeks before the date of the school. Information is due to the communications coordinator May 10 for the *ALERT* to be published by June 10.
7. The Fall issue of the conference newsletter shall include information about the Spiritual Enrichment Retreat and shall reach the readers six (6) weeks before the retreat. Information is due to the communications coordinator July 10 for the *ALERT* to be published by August 10.
8. All subscriptions to the conference newsletter shall run from January to December.
9. In all cases, the use of electronic communications shall be used whenever possible.
10. The dates information is due to the communications coordinator shall be published annually in the conference directory.

11. *ALERT* articles written by the mission coordinator for education & interpretation and the treasurer shall be about national and international mission projects of United Women in Faith.
12. *ALERT* articles submitted by the mission coordinator for education & interpretation shall focus on the Reading Program and include a brief book review of one of the reading program books.

### **C. CONFERENCE DIRECTORY**

1. The following statement shall be printed in a prominent place in the directory:  
“United Women in Faith *does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the Conference Executive Mission Team.*”
2. Electronic Copies of the Conference Directory shall be sent by the secretary no later than January 31 to the following:
  - a. Members of the conference and district Executive Mission Teams
  - b. Members of the Alabama-West Florida Conference: Bishop, Bishop's Administrative Assistant, and Secretary of the Conference
  - c. District administrative assistants
  - d. Members of the Alabama-West Florida Conference United Women in Faith Committee on Nominations
  - e. Depository of Archival & Historical Materials at Huntingdon College
  - f. Dean of Cooperative Mission u
  - g. Members of the Southeastern Jurisdiction: president, secretary, and chairperson of the Committee on Nominations
  - h. Alabama-West Florida United Women in Faith members appointed to office by the conference president
  - i. National United Women in Faith Corporate Secretary
3. The Conference Directory may be distributed by the conference president to individuals upon request.

### **D. NATIONAL CONSTITUTION AND BY-LAWS HANDBOOK**

1. The link to download a copy of the United Women in Faith Handbook shall be sent to the conference headquarters for the director of connectional ministries.
2. The Secretary shall be responsible for sending the link.

### **E. STANDING RULES AND POLICIES**

Standing Rules & Policies shall be publicized on the Alabama-West Florida Conference United Women in Faith's website

### **F. WEBSITE/SOCIAL MEDIA**

1. The conference president shall assign a designated person to be the Webmaster for the Conference United Women in Faith's website.

2. All content on the website must be pre-approved by the conference president, who shall forward it to the webmaster.
3. The website shall never include any addresses or email information of United Women in Faith members or officers.
4. The cost of maintenance of the website shall be paid out of the conference Administration and Membership Development (A&MD) budget.
5. All content of the district pages shall be directed to the district president, who shall forward to the conference president for approval with any additions, deletions, updates, photos, etc. before sending to the webmaster.
6. The website is maintained in a specific software; only the following formats are acceptable: Word documents, Excel spreadsheet, PDF, Photos (JPEG or GIF).
7. Email named [contact@awf-uwfaith.org](mailto:contact@awf-uwfaith.org) shall be maintained, and all links on the website shall be directed to it. The email address shall be forwarded to the conference president.
8. Only content that directly relates to the United Women in Faith 's PURPOSE and/or our Alabama-West Florida Conference United Women in Faith shall be displayed on the website.
9. The website cannot have links to external media with the exception of the National Organization's Resource Office and official Alabama-West Florida United Methodist sanctioned churches.

#### **IV. DELEGATES AND ALTERNATE DELEGATES**

Alternate delegates shall be elected for all events where delegates are specified. If a delegate cannot attend the event, she is to notify the president. The president shall notify the proper alternate; If no alternate can attend the event, the president may appoint someone to attend.

#### **V. ATTENDANCE AT MEETINGS AND EVENTS**

##### **A. MISSION TEAM MEETING EXPENSES**

1. All members of the Mission Team are expected to attend all Conference Executive Mission Team Meetings. Notification to the president and registrar of a member's intention to be absent is required two (2) weeks prior to the meeting (The Registrar shall remind those members expected of the deadline four (4) weeks prior to the meeting.) Failure to notify shall be reported to the treasurer by the registrar and any associated costs incurred shall be deducted from the next reimbursement check.
2. The conference shall pay the expenses of all Conference Executive Mission Team members and district treasurers when required to attend. Those Conference Executive Team members who must travel three (3) hours or more may spend the night before the meeting at the conference expense.



3. Any member of the conference mission team, except district presidents, absent from two consecutive meetings where prior approval by the conference president has not been granted/requested shall be removed from office.
  - a. The Committee on Nominations shall be notified to replace that member. If the president is not notified in advance of a member's planned absence, the president shall communicate with them to explain the attendance policy.
  - b. The agenda for the current mission team meeting shall be received by the members one week prior to the meeting. Any member who does not receive an agenda the week prior to the meeting shall contact the conference president.
4. The Conference shall follow all current CDC guidelines for health and safety for all conference sponsored events and meetings. These current CDC guidelines shall be communicated in each event communications and registration.

#### **B. WORKSHOPS/SEMINARS**

1. For workshops/seminars, the registrar shall send a registration form to all previous participants in addition to publicizing through normal channels of communication.
2. The registration form is to include a statement that a bill for the cost incurred by the conference shall be sent to the one who does not attend if cancellation occurs after the deadline or if no alternate attends.

#### **C. COMMITTEE ON FINANCE**

1. Attendance at the winter meetings shall be all members of the Conference Executive Mission Team who are members of the Committee on Finance (treasurer as chairperson, president, vice-president, secretary, mission coordinators, communications coordinator and representation from the district presidents).
2. Attendance at the summer Committee on Finance meetings shall be all members of the Conference Executive Mission Team who are members of the Committee on Finance and all district treasurers.
3. The agenda for the summer and winter finance meetings shall be set by the conference treasurer.

#### **D. COMMITTEE ON NOMINATIONS**

1. Members of the Conference Committee on Nominations may attend two events per year with the expenses to be paid by the conference at the annual approved rate and approval of the Conference Executive Mission Team with the exception of the registration fee. The purpose for attending is to gain an understanding of the program of the conference and the responsibilities of each office.

2. Any member of the Conference Committee on Nominations who fails to attend two consecutive meetings of the committee shall be replaced by the committee.
3. The District Committee on Nominations may attend conference leadership development for district officers with expenses to be paid an amount recommended annually by the Committee on Finance and upon approval of the Conference Executive Mission Team, with the exception of the registration fees, if applicable.

## **VI. APPOINTMENTS**

### **A. PRESIDENTIAL APPOINTMENTS**

1. The conference president shall appoint one district president to each of the following committees:
  - a. Communications
  - b. Finance
  - c. Membership Nurture & Outreach
  - d. Program
  - e. Registration
  - f. Standing Rules and Policies
2. The conference president shall appoint a representative to the following AWF-UMC Committees:
  - a. Board of Laity
  - b. Special Boy Scout Committee
3. The conference president shall appoint the following Annual Appointments:
  - a. Webmaster
  - b. Registrar
  - c. National Racial Justice Representative
  - d. National Agency located in Conference
  - e. Parliamentarian
  - f. Communities of Transformation

### **B. DEFINED APPOINTMENTS**

The chair of the district presidents shall be on the Administrative Committee and the process for the district president who serves on the Committee for the Charter for Racial Justice is outlined in the Handbook.

## **VII. RESPONSIBILITIES OF OUTGOING OFFICERS**

### **A. CONFERENCE OFFICER**

Each conference officer/mission coordinator and/or appointee, with the exception of the treasurer, shall deliver to her successor in office all records and documentation pertaining to her office on or before December 31st of the year in

which her term is concluded. At the conclusion of the term of secretary, treasurer, chair of nominations and president, those records of the previous quadrennial shall be sent to the archives. For example: at the end of the 2008 quadrennial, the 2004 quadrennial records shall be archived.

## **B. CONFERENCE TREASURER**

1. Immediately prior to the conclusion of her term in office, the outgoing treasurer shall request the Conference Executive Mission Team issue a resolution authorizing the removal of her name on accounts and certificate(s) of deposit and adding the name and signature of the incoming conference treasurer to said accounts and certificate(s) of deposit at the appropriate bank/foundation. A copy of the Resolution shall be made a part of the official minutes of the organization.
2. On or before the 15th day of January of the year following the conclusion of her term in office, she shall deliver to the incoming treasurer all records, including but not limited to the following:
  - a. check books
  - b. savings account(s) records
  - c. certificate(s) of deposit
  - d. all other records of accounts together with supporting documentation necessary to affect an orderly transfer of responsibility
3. The treasurer shall see that a full scope audit is performed annually by an accountant in accord with generally accepted auditing standards using the cash basis of accounting and present the auditor's report to the Conference Executive Mission Team and to the National United Women in Faith. All district treasurers shall submit the district books annually to the conference treasurer by the Annual Meeting immediately following the conclusion of their term for an audit review.
4. Immediately after office on January 1st the incoming treasurer shall present the resolution of the Conference Executive Mission Team to the appropriate banks(s)/ foundations and execute the necessary signature card(s)/documents as an authorized signer on behalf of the Alabama-West Florida Conference United Women in Faith.
5. The outgoing treasurer (district and conference) shall destroy the financial records she has in her possession, keeping only the last 7 years of records. A permanent binder shall contain annual reports and audit reports and should be passed on to the incoming treasurer. As much as possible, all records shall be digitized and stored on the Alabama-West Florida Conference United Women in Faith 's a digital folder. Those records shall include bank statements, financial reports and audit reports. Expenditure (reimbursement) Forms and invoice/receipts can be digitized but shall be kept for seven years in a folder or binder.

**C. CONFERENCE SECRETARY** shall keep all minutes, Standing Rules and Policies, list of conference officers and other important documents in a digital folder. As much as possible, all records shall be digitized and stored on the Alabama-West Florida Conference United Women in Faith 's Drop Box (digital folder).

## **VIII. DISTRICT STRUCTURE**

### **A. MERGED DISTRICT REPRESENTATION**

In a district that has units merged from another district, it is recommended that the district mission team include not more than 2 representatives from the former district to sit on the district mission team. These representatives shall not be considered holding a tenured position and shall be eligible to be elected to a tenured position on the District Executive Mission Team. They shall have a voice and a vote on the mission team. This representative role shall last for two years and may be discontinued as determined by the district mission team.

### **B. NAMING OF MERGED DISTRICTS**

When districts merge, the Conference Executive Mission Team shall name to newly merged district after consultation with the affected districts. Local units in the newly merged district shall be notified by the district president(s) or a designated member of the District Executive Mission Team. Notification shall include the name of the merged district, a list of district officers with contact information, and the effective merger date. The notification should have a written explanation of the reason for the merger and which local units (or counties) are affected. Notification shall be published in the conference newsletter and the district's newsletter as soon as possible.

These policies were approved by the Conference Executive Mission Team.  
Joyce Genz, Chair Standing Rules & Policies Committee. July 16, 2022