

STANDING RULES

- I. NAME OF THE ORGANIZATION, Con. Art. 1**
ALABAMA-WEST FLORIDA CONFERENCE UNITED METHODIST WOMEN
- II. RELATIONSHIPS TO OTHER UNITED METHODIST WOMEN ORGANIZATIONS, Art II**
 - A. The Alabama-West Florida Conference United Methodist Women shall function in accordance with the Constitution and Bylaws for Jurisdiction and National Organizations of United Methodist Women. These standing rules are supplementary and secondary to them.
 - B. Each member of the Conference Executive Mission Team has a direct relationship to the United Methodist Women National Office to secure training for the fulfillment of her role and for the giving and receiving of information relating to her position.
 - C. Each member of the Conference Executive Mission Team has a direct relationship to her counterpart on the District Executive Mission Team to provide training for the fulfillment of her role and for the giving and receiving of information relating to her position.
 - D. Article (Art.) and page numbers, when included, refer to the current United Methodist Women Handbook unless otherwise noted.
- III. APPOINTED LEADERS, Art. III, Section 3**
 - A. The President shall appoint, with the approval of the Conference Executive Mission Team, the following to a one-year term:
 - 1. Chairperson of the Committee on Standing Rules who shall serve as Parliamentarian.
 - 2. Registrar
 - 3. Conference Language Coordinator
 - 4. Representatives requested by other boards and agencies
 - 5. Representatives to the Conference Board of Laity
 - 6. Webmaster
 - B. The Appointed Leaders will perform the following duties:
 - 1. The Chairperson of the Committee on Standing Rules shall work with the committee to keep official actions of the organization in harmony with the Constitution and Bylaws. The Parliamentarian shall decide doubtful questions and assist in all matters of parliamentary nature in the conference organization and the Conference Executive Mission Team. *Robert's Rules of Order Newly Revised* shall be the authority for such decisions.
 - 2. The Registrar shall serve for all United Methodist Women events.
 - 3. The Conference Language Coordinator shall endeavor to reach out and interact with non-English speaking women in the name of the United Methodist Women, thereby fulfilling the PURPOSE.
 - 4. The representatives appointed by the president to other boards and agencies shall represent United Methodist Women. They will attend all their meetings and give a written report to the president with the actions of that board or agency.

5. The Board of Laity representatives shall represent United Methodist Women and will attend the Laity meetings. They shall give a written report to the president reporting the actions of the Board of Laity.
6. The duty of the webmaster is to maintain the official Alabama-West Florida Conference United Methodist Women's website at <https://www.awf-umw.org>.

IV. COMMITTEES, Art. IV

A. There shall be a Committee on Nominations.

1. The committee shall be composed of at least five persons including the Chairperson, who is selected by the committee and confirmed by conference election.
 - a. The committee shall be representative of the conference membership in matters of employment, age, racial, and ethnic background.
 - b. No committee member will hold an office in the organization beyond the local unit.
 - c. The committee shall be divided into classes, with no member serving more than one 4-year term.
 - d. Committee members of a new class will be elected annually to replace the class that is rotating off.
2. The committee will perform the following duties:
 - a. Gain understanding of the conference program and the responsibilities of each office.
 - b. Work throughout the year to identify women for leadership roles in the conference organization.
 - c. Ensure that the leadership reflects the diversity of the membership within the conference. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression and disabilities.
 - d. Make a slate of nominees available to the Conference Executive Mission Team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
 - e. Make nominations to fill vacancies that may occur ad interim.

B. There shall be a Committee of District Presidents.

1. The committee shall be composed of all district presidents whose duty shall be to plan and coordinate the work of the districts.
2. The committee shall select its chairperson annually. Her tenure shall be for one year only.

C. There shall be a Committee on Standing Rules and Policies.

1. The committee shall be composed of the following members:
 - a. Chairperson, who shall be Parliamentarian, appointed by the President
 - b. Treasurer
 - c. Secretary
 - d. Chairperson of the Committee on Nominations
 - e. Registrar

- f. Others as determined by the Executive Mission Team.
2. The committee shall perform the following duties:
 - a. Keep the Conference Standing Rules up to date to conform to the Constitution and Bylaws of the National United Methodist Women.
 - b. Receive proposed additional Standing Rules which shall be approved by the Conference Executive Mission Team at its summer session and by the Conference organization at the business session during the Spiritual Enrichment Retreat.
 - c. The committee shall formulate policies to recommend to the Conference Executive Mission Team for action.
- D. There shall be a Committee on Registration.
 1. The committee shall be composed of the following members:
 - a. Registrar, appointed by the president, shall be the chairperson
 - b. Treasurer
 - c. Communications Coordinator
 - d. Others as determined by the Conference Executive Mission Team
 2. The committee shall perform the following duties:
 - a. The committee shall serve for all United Methodist Women meetings.
 - b. Prepare registration forms/set registration and late fees.
 - c. Confirm with the facility the number to be housed and fed.
 - d. Report the total number of persons registered for all conference events.
 - e. Report by type of credentials held by those in attendance (local, district & conference delegates, etc.).
 - f. Develop evaluation forms for each conference event, except Cooperative Mission u.
- E. There shall be a Committee on Communications.
 1. The committee shall be composed of the following members:
 - a. Communications Coordinator, who shall be the chairperson
 - b. Vice President
 - c. Secretary
 - d. Mission Coordinator for Spiritual Growth
 - e. One District President
 - f. Treasurer, if needed
 2. The committee shall perform the following duties:
 - a. Plan for a more efficient structure of the newsletter.
 - b. Determine and recommend pricing structure.
 - c. Encourage conference and district communications.
 - d. Oversee all publications for all conference events.
- F. There shall be a Committee on Program.
 1. The committee shall be composed of the following members:
 - a. Vice President, who shall be chairperson
 - b. President
 - c. Treasurer
 - d. Secretary
 - e. Mission Coordinator for Spiritual Growth
 - f. Mission Coordinator for Education and Interpretation

- g. Mission Coordinator for Social Action
 - h. Mission Coordinator for Membership Nurture and Outreach
 - i. Communications Coordinator
 - j. One district president
 - k. Others as the Conference Executive Mission Team Committee determines
2. The committee shall perform the following duties:
 - a. Plan and recommend to the organization programs that contribute to the fulfillment of the PURPOSE, including the program of the annual meeting.
 - b. Designate a special sub-committee to carry out its plans for the annual meeting.
 - c. Implement the plans and evaluate the effectiveness of each program.
- G. There shall be a Committee on the Charter for Racial Justice Policies.
1. The committee shall be composed of the following members (one-third of whom shall be women of color, insofar as possible):
 - a. Conference President, who shall be the chairperson
 - b. Mission Coordinator for Social Action
 - c. Chairperson of the Committee on Nominations
 - d. One District President
 - e. One member of the Conference Executive Mission Team, appointed by the President
 - f. Two members selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task
 2. The functions of the committee shall be to develop and recommend to the Conference Executive Mission Team the following actions:
 - a. Plans for implementation of the Charter.
 - b. Plans for training district and local leadership in the implementation of the Charter.
 - c. Monitor conference-approved action to implement the Charter.
 - d. Regularly evaluate progress made on the approved conference, district and local implementation plans.
 - e. Shall meet at least twice annually
 3. The first four mentioned members of the committee shall have their tenure on the committee determined by election to their particular office. The remaining members shall serve no more than three (3) years. These members are presented by the Committee on Nominations for election at the fall business meeting.
- H. There shall be an Administrative Committee.
1. The committee shall be composed of the following members:
 - a. President, who shall be chairperson
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Chairperson of the Committee on Nominations

2. The function of the committee is to transact emergency business and other business referred by the Executive Mission Team and shall report all actions to the Executive Mission Team.
- I. There shall be a Committee on Finance.
 1. The committee shall consist of the following members:
 - a. Treasurer, who shall be chairperson
 - b. President
 - c. Secretary
 - d. Mission Coordinator for Spiritual Growth
 - e. Vice President
 - f. Mission Coordinator for Education & Interpretation
 - g. Mission Coordinator for Membership Nurture & Outreach
 - h. Communications
 - i. One District President
 - j. Chairperson, Committee of District Presidents
 - k. All District Treasurers (for Summer Executive Meeting only)
 2. The committee shall perform the following duties:
 - a. Recommend all annual rates as listed in the conference policies to the Conference Executive Mission Team during its Summer Executive Meeting.
 - b. Present an annual district and conference budget and pledge, as well as, the National pledge to the Conference Executive Mission Team during its summer executive meeting.
 - c. Present any recommendations pertaining to finances to the Standing Rules and Policies Committee.
 - d. Review the conference financial report quarterly and annually and make any recommendations to the conference treasurer in clarity and stewardship.
 - e. Ensure that all financial requirements are met, all audits are passed, all district treasurers are trained, and that the conference has a plan of action to assure its legal financial obligations.
- J. Committee on Membership Nurture and Outreach.
 1. The committee shall consist of the following members:
 - a. Mission Coordinator for Membership Nurture and Outreach, who serves as chairperson
 - b. President
 - c. Secretary
 - d. Mission Coordinator for Education & Interpretation
 - e. Chairperson, Committee on Nominations
 - f. Chairperson, Committee of District Presidents
 - g. Two District Presidents
 2. The committee shall perform the following duties:
 - a. Analyze, in cooperation with the District Executive Teams, the membership needs of the conference, set goals, and plan campaigns to assist membership growth in cooperation with the leadership team as based on the data from the annual unit survey of members.

- b. Recommend plans to the Conference Executive Mission Team to nurture membership growth among special constituencies within the conference, such as younger women, women of color, employed women, etc.
 - c. Resource and train District Executive Teams or committees on membership, if they exist.
 - d. Promote, solicit and select the recipient of the annual Nell Chance award.
 - e. Plan and present the annual memorial service for deceased members of the previous year.
- K. There shall be Alabama-West Florida Conference United Methodist Women representation on the Committee on Cooperative Mission u, which is its own entity with Bylaws.
1. The following Conference Executive Team members shall serve on the committee:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Mission Coordinator for Education & Interpretation
 - e. Mission Coordinator for Spiritual Growth
 - f. Mission Coordinator for Membership Nurture and Outreach
 - g. Mission Coordinator for Social Action
 - h. Chairperson, Committee on Nominations
 2. The conference representatives shall perform the following duties:
 - a. Assist in planning and promoting a Conference Cooperative Mission u, which will serve as one means of fulfilling the Purpose.
 - b. Give emphasis to the global mission of the church, an integrated program of missionary outreach, Christian social action, spiritual growth, and program planning to promote the total mission emphases of United Methodist Women.

V. ELECTIONS AND MEETINGS Art. V

- A. The electorate of the conference organization shall be composed of the following members:
1. One representative from each local unit
 2. Conference Executive Mission Team
 3. District Executive Mission Team
 4. Bishop, District Superintendents
 5. Directors of the National United Methodist Women residing within the conference
 6. Officers of the Southeast Jurisdiction Organization residing within the Conference
- B. In order to ensure continuity on the Conference Executive Mission Team, officers shall be elected for a two-year term as follows:
1. Elected in even years
 - a. President
 - b. Secretary
 - c. Mission Coordinator for Social Action

- d. Mission Coordinator for Education and Interpretation
 - e. Communications Coordinator
2. Elected in odd years
 - a. Vice President
 - b. Treasurer
 - c. Mission Coordinator for Membership Nurture and Outreach
 - d. Mission Coordinator for Spiritual Growth
 - e. Chairperson Committee on Nominations
 3. Those elected shall assume their duties January 1, following their election.
 4. All motions, reports, resolutions made from the floor of the fall business session shall be in the hands of the secretary at the time of presentation.

VI. ASSEMBLY/JURISDICTION QUADRENNIAL MEETING, Art. V, Sections 3 and 4

- A. Three conference officers and one alternate shall serve as voting delegates to the Assembly/Jurisdiction Quadrennial Meeting as follows: Delegates shall be president, vice president and secretary. The treasurer shall serve as the alternate.
- B. Delegate names shall be published in the *ALERT* (conference newsletter) which contains the call to the Annual Meeting at least three months preceding the Assembly/Southeastern Jurisdiction Quadrennial Meeting.

VII. NOMINEES TO NATIONAL UNITED METHODIST WOMEN, Art. V, 4

- A. The Committee on Nominations shall nominate two (2) nominees and one alternate for membership on the National United Methodist Women Board of Directors to be elected at the Annual Meeting of the conference organization prior to the Southeastern Jurisdiction Quadrennial Meeting.
- B. The Committee on Nominations shall present the names to the Conference Executive Mission Team at the summer meeting.
- C. The Committee on Nominations shall present the names of three (3) nominees to the Conference Executive Mission Team at the summer meeting to be considered by National United Methodist Women to serve on the Program Advisory Group of the United Methodist Women's National Organization.
- D. The names of the nominees shall be published in the issue of the *Alert* (conference newsletter) which contains the call to the Annual Meeting with the consent of the nominees.
- E. With the consent of the nominated member, nominations may be made from the floor of the Annual Meeting and/or the Spiritual Enrichment Retreat business session.
- F. The secretary will send the names of those elected to the United Methodist Women's National Office.
- G. National will select a representative from the list in the event a director is not elected from the conference at the Southeastern Jurisdiction Quadrennial Meeting. The person selected by National will represent the conference on the Program Advisory Group for one term: four (4) years.

VIII. FUNDS Art. VII,

- A. All funds received by the conference treasurer from any source will be remitted to the treasurer of the United Methodist Women National Office, except for those set aside for conference administration, membership development, and funds designated for specific purposes. No more than 40% of the conference/districts' mission giving shall be used for the administration and membership development expenses of the conference, and 1% of the annual pledge shall be contributed to the jurisdiction fund for administration and membership development. A remittance to the districts for administration and membership development of three hundred dollars (\$300) from each district's administration and membership development fund shall be designated for representation by districts beyond the conference to Assembly and/or Jurisdiction events.
- B. Annually by December 15, districts shall return to the conference treasurer any monies left in their treasury, with the exception of an annual start-up fee up to \$750.
- C. Any remittance from the district treasurers that does not meet the deadline shall be credited in the next year.

IX. District Structure

- A. In order for units and districts to fulfill their purpose in United Methodist Women, it may be necessary for a district to merge with another district. This merging may require renaming a district. If at some time in the future, those merged units have the officers and membership to stand on their own, they may revert back to the former district.
- B. This merger should take effect only at the beginning of a calendar year to avoid confusion of elections, finances and general administrative procedures.

The Standing Rules were approved by the body of the Alabama-West Florida Conference United Methodist Women during the business meeting at the Conference Spiritual Enrichment Retreat on October 9 2021. This version supersedes any previous standing rules.

Joyce Genz, Chairperson, Standing Rules & Policies Committee