



## Procedure on INACTIVE UNITS

United Methodist Women allows units to transition to inactive status. The process is described below. United Methodist Women cannot endorse disbanding units as the establishment of units in every UMC church is mandated by the *Book of Discipline*, ¶ 1901.

However, it is understood that in some instances the local unit may elect to become inactive: churches dissolve, memberships of local units drop to single digits or the local unit no longer believes in what the organization of United Methodist Women missions.

Local Presidents will need to ensure that the following steps are performed for a unit to officially go inactive:

### 1. **Notify Leadership**

- a. Unit president is to contact the district president and membership nurture outreach coordinator (or the conference membership nurture outreach coordinator, if needed) to report the decision and request assistance. Depending on the reason(s), the district or conference officers/coordinators may suggest a specific course of action, for example:
- b. Utilize the Census Analysis 2019 to determine where active units may be within the district for members of the unit wishing to remain active with United Methodist Women.
- c. Refer to the local bylaws, Article 1 Section 4b., which identifies other types of units, including how to form a cluster or charge unit.  
<https://www.unitedmethodistwomen.org/members-leaders/2021-2024-handbook/constitution-and-bylaws>
- d. Offer “challenges & solutions” scenarios from Leadership Development Days and develop a solution for this unit.
- e. Schedule a conversation with the district membership nurture outreach coordinator

### 2. **myUMW Database**

- a. Prior to going inactive, the unit president will offer each individual unit member an opportunity to remain a member through joining a district or online unit or the newly formed cohort through the National Membership option. Have them enter their information into the myUMW database at [www.unitedmethodistwomen.org/myUMW](http://www.unitedmethodistwomen.org/myUMW)

b. Unit president shall send the name of the unit and all unit members to the district membership nurture outreach coordinator and to the National Office indicating who will remain a member of United Methodist Women and who no longer is interested in membership. The National Office email is [membership@unitedmethodistwomen.org](mailto:membership@unitedmethodistwomen.org).

### 3. Funds

a. It is required that the local treasurer will notify both the district and conference treasurers of the discontinuation and maintain communication with them throughout the process.

b. Any remaining unit funds that were designated by the donor must be sent to the district treasurer prior to closing the local unit bank account.

c. The district treasurer will also require copies of the final audit/review financial report.

d. Immediate closing of all bank accounts that use the United Methodist Women's federal tax ID number. Since the local unit is no longer affiliated with United Methodist Women, use of their tax number would be a violation of the Internal Revenue Service's tax codes.

e. No fund raising from there on shall be done in the name of United Methodist Women or use of its federal tax number.

### 4. Evaluate & Report

a. The local president will send the reason for going inactive and any pertinent information to [membership@unitedmethodistwomen.org](mailto:membership@unitedmethodistwomen.org) email address with a copy to the District and Conference President, Treasurer and Membership Nurture and Outreach (if those addresses are needed, request from [contacts@AWF-UMW.org](mailto:contacts@AWF-UMW.org)).

b. Please use the form below when reporting the local unit status to become inactive.

## ALABAMA WEST FLORIDA UNITED METHODIST WOMEN INACTIVE STATUS REQUEST



Local Unit Name \_\_\_\_\_  
 Local Unit Address \_\_\_\_\_  
 District \_\_\_\_\_  
 Local Unit President's Name \_\_\_\_\_  
 Local Unit President's Email \_\_\_\_\_  
 Local Unit Treasurer's Name \_\_\_\_\_  
 Local Unit Treasurer's Email \_\_\_\_\_

### REASON(S) FOR REQUESTING INACTIVE STATUS

Local Church Dissolved \_\_\_\_\_  
 Local Unit merged with Another Unit \_\_\_\_\_  
 Membership Decrease \_\_\_\_\_  
 Number of Members at time of Request \_\_\_\_\_  
 Local Unit no longer believes in the  
 Mission of the United Methodist Church \_\_\_\_\_  
 Specifically (please state why) \_\_\_\_\_

### FINANCIAL STATUS AT TIME OF REQUEST

Checking Account Balance \_\_\_\_\_  
 Funds Designated for only United  
 Methodist Women not sent as yet \_\_\_\_\_

We understand that all designated funds to UMW will be sent to the District.

We understand that the group must close its bank account that uses the  
 United Methodist Women's Name and Federal Tax Number.

We understand that the group can no longer use the name United Methodist  
 Women or UMW in raising any funds.


