

Dothan District UMW Standing Rules

Revised October 27, 2020 to comply with the Constitution and Bylaws of United Methodist Women, found in *United Methodist Women Handbook 2017-2020* and the Alabama West Florida Conference United Methodist Women's Standing Rules and Bylaws.

DOTHAN DISTRICT UNITED METHODIST WOMEN STANDING RULES

I. NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

- A. United Methodist Women members from within the district are elected to leadership roles to serve at the district level. Each leadership team should include a president, treasurer, secretary, and chair of the committee on nominations. Additional persons may be named at large or for specific functions as they help the district organization fulfill the Purpose. Additional teams or committees may be formed as needed to fulfill the Purpose and to meet the needs of the district.
- B. Voting delegates shall be the presidents of each local unit.
- C. Slate of nominees shall be presented to the leadership team and the local units no later than thirty days prior to the meeting in which the election is held. The slate of nominees shall be published in the district newsletter or published in a special notice via email thirty days prior to the election of the officers.
- D. Those elected shall assume their duties January 1, following the meeting in which they are elected.
- E. Transfer of all files and information from outgoing officers to incoming officers shall be made by January 1.
- F. Resignations shall be submitted in writing to the district president and the chairperson of the committee on nominations.
- G. There may be five members (including chairperson) of the committee on nominations.
- H. The district president shall be a delegate to the Assembly and the Jurisdiction Quadrennial Meeting of United Methodist Women. If the president cannot attend, the leadership team shall appoint a delegate from within the leadership team, with priority being given to the vice president.
- I. Officers shall be elected for a two-year term.
- J. Officers elected in an even year: president, secretary, mission coordinator for social action, mission coordinator for education and interpretation, and communications coordinator.
- K. Officers elected in an odd year: vice president, treasurer, mission coordinator for membership nurture and outreach, mission coordinator for spiritual growth, and committee on nominations chairperson.

II. COMMITTEES

- A. Leadership Team (District Executive Committee)
1. United Methodist Women members from within the district are elected to leadership roles to serve at the district level. Each leadership team should include a president, treasurer, secretary, and chair of the committee on nominations. Additional persons may be named at large or for specific functions as they help the district organization fulfill the Purpose. Additional teams or committees may be formed as needed to fulfill the Purpose and to meet the needs of the district.
 2. Any member of the conference executive committee, any United Methodist
 3. Women director, and any Southeastern Jurisdiction officer residing in the district shall be invited to all leadership team meetings.
 4. In the absence of the president, the vice president (if the position is filled shall preside; in the absence of the vice president, the secretary shall preside.
 5. The committee on nominations shall be invited to attend all leadership team meetings. Only the chairperson shall have voting privileges.
- B. Committee on Finance
1. When positions are filled, the committee on finance shall include the treasurer as chair, president, vice president, secretary, mission coordinator for social action, and mission coordinator for education and interpretation. With an abbreviated leadership team, the committee on finance shall include the treasurer as chair, president, secretary, and chair of nominations.
 2. The budget shall be prepared by the finance committee and submitted to the leadership team for approval prior to the conference committee on finance meeting.
 3. The district treasurer shall annually submit the preceding year's district books and other required financial material to the conference treasurer for an audit review by February 15.
 4. Treasurer's books shall be forwarded to the new treasurer by January 15.
 5. Officers shall not spend more than the amount budgeted unless the committee on finance and the leadership team prior to the expenditure have approved the excess.
- C. Committee on Nominations
1. Talent bank forms shall be available at all district events.
 2. Potential nominees shall be contacted personally.
 3. The chairperson of nominations shall keep accurate and update records of term and tenure of elected leaders and report this record annually to the district executive committee.
 4. The committee on nominations shall meet on the call of the chairperson.
 5. Membership of the nominations committee shall function as a body according to the Constitution and Bylaws. (Constitution & Bylaws for United Methodist Women in the District, Article III. Leadership, Section 2. Elected Leaders, Committee on Nominations, p. 120 and Article IV. Committees, Section 3. Committee on Nominations, pp. 122-123.)
- D. Committee on Standing Rules
1. When positions are filled, there shall be a committee on standing rules comprised of the chairperson (who is appointed by the president), president, vice president, secretary, treasurer, mission coordinator for social action, and mission coordinator for education and interpretation. With an abbreviated leadership team, the committee on standing rules shall be comprised of the leadership team.
 2. This committee shall keep the district standing rules updated yearly to conform to the United Methodist Women's constitution and bylaws for the district organization. (Constitution & Bylaws for United Methodist Women in the District, Article VIII. Amendments and Standing Rules, Section 2, p. 128)

3. It shall receive, review, and formulate proposed additional rules for approval by the leadership team and adoption at the annual meeting of the organization the year in which there are changes.
4. This committee shall formulate proposed policies regarding the work of the district organization and present such policies to the leadership team for action.

E. Administrative Committee

1. When positions are filled, this committee shall be comprised of the following officers: president, vice president, secretary, treasurer, mission coordinator for social action, mission coordinator for education and interpretation, and the appointed parliamentarian. With an abbreviated leadership team, the administrative committee shall be comprised of the leadership team.
2. This committee shall meet upon the call of the president to transact only emergency business in the interim between meetings of the leadership team.
3. This committee shall not change declared policy or to budget or incur indebtedness.
4. The minutes of each meeting shall be distributed to all members of the leadership team no later than thirty days after the meeting.

F. Communications Committee

1. The Dothan district newsletter for United Methodist Women, hereafter referred to as *The Connection*, shall be published quarterly.
2. The purpose of *The Connection* is to give timely information about the district and conference United Methodist Women.
3. *The Connection* shall be sent to all district and conference officers; the district superintendent; each local unit president, vice president, secretary, and treasurer; the conference website manager; and to any other member upon request.
4. The spring issue shall include information about the new slate of district officers; local awards from the previous year; the district financial status from the previous year; Mattie Kolb Memorial Scholarship information and a copy of the application; upcoming mission studies, events, and projects; and news from local units, the district, and the conference. Information is due to communications coordinator by February 15. *The Connection* shall be sent by March 1.
5. The summer issue of *The Connection* shall include information about the Mattie Kolb Memorial Scholarship winners; Mission u information; district Spiritual Day information; upcoming mission studies, events, and projects; and news from local units, the district, and the conference. Information is due to communications coordinator by May 15. *The Connection* shall be sent by June 1.
6. The fall issue of *The Connection* shall include information about conference Spiritual Enrichment event information; World Thank Offering information; due dates for local reports; upcoming mission studies, events, and projects; and news from local units, the district, and the conference. Information is due to communications coordinator by August 15. *The Connection* shall be sent by September 1.
7. The winter issue of *The Connection* shall include information about district Annual Day; conference Annual Day; Training and Leadership Development meeting information; Call to Prayer and Self-Denial program information; due dates for local reports; upcoming mission studies, events, and projects; and news from local units, the district, and the conference. Information is due to communications coordinator by November 15. *The Connection* shall be sent by December 1.
8. Items which require a vote by the district (such as information on nominees for district officers for the upcoming year, proposed budget for the upcoming year, changes to the standing rules, or any other item requiring a vote of the district) will go into the appropriate issue of *The Connection* or a separate notice via email to members of the district will be sent no later than thirty days prior to the meeting in which the vote will take place.

9. The communications committee shall email any items of interest to the district at the request of members of the leadership team.
- G. Mattie Kolb Memorial Scholarship
1. When positions are filled, there shall be a committee on Mattie Kolb Memorial Scholarship comprised of the chairman, which shall be the district mission coordinator for social action, district president, district secretary, district treasurer, district superintendent and an at-large member from each county in the district that is not already represented by a district officer. With an abbreviated leadership team, the committee will be comprised of the leadership team, district superintendent, and an at-large member from each county in the district that is not already represented by a district officer.
 2. Current district officers cannot be an at-large member.
 3. The at-large members will be asked to serve for two years, with the option to serve an additional two years, not to exceed four consecutive years.
 4. The committee shall meet in January and April with the exact date to be determined by the chairman. Any committee member unable to attend any meeting shall be responsible to appoint a representative, residing in the same county as the committee member, to attend in their place and to notify chairperson of the substitution.
 5. The district treasurer shall pay travel expense at the current rate per mile.
 6. All expenses incurred in the administration of the Mattie Kolb Memorial Scholarship (including, but not limited to postage, copies, and travel) shall be paid by the district treasurer from funds collected for the Mattie Kolb Memorial Scholarship.
 7. All funds collected for the Mattie Kolb Memorial Scholarship shall be used for scholarships and the administration of the scholarship.
 8. The number and amount of the scholarships shall be determined by the amount of funds available as of the date the decision is made.
 9. Any scholarships unclaimed by September 1 shall be rolled over to the next year's scholarship fund.
- H. Committee on Program
1. This committee shall be comprised of the leadership team.
- I. Committee on Social Action
1. When positions are filled, the committee on social action shall include the social action mission coordinator as chair, president, vice president, secretary, treasurer, and the mission coordinator for education and interpretation. With an abbreviated leadership team, the committee on social action shall be comprised of the leadership team.
 2. The social action mission coordinator shall seek and arrange opportunities for district members to participate in projects to improve the lives of women, children, and youth.
 3. Expenses incurred for each social action project shall be paid by the district treasurer from funds collected for that specific social action project.

III. MEETINGS

- A. When possible, the annual meeting shall be held prior to the conference annual meeting and at the discretion of the leadership team.
1. The vice president or appointed committee from the district shall be responsible for planning, implementing and scheduling this program with the approval of the committee on program.

- B. Meetings to be held in the district, but not specifically mandated by the Constitution and Bylaws for local, district, conference & jurisdiction organizations.
1. A Spiritual Day shall be held annually. The mission coordinator for spiritual growth or an appointed committee from the district shall be responsible for planning implementing and scheduling this program with the approval of the committee on program. District officer elections will be held at this meeting.
 2. A Leadership Development and Training event for all local unit officers shall be held annually. The vice president or an appointed committee from the district shall be responsible for planning, implementing and scheduling this event with the approval of the committee on program.
 3. There shall be district-wide mission studies each year. The mission coordinator for education and interpretation or an appointed committee from the district shall be responsible for planning, implementing, and scheduling these studies with the approval of the committee on program.
 4. Each member of the leadership team is expected to attend all leadership team meetings. Any member of the leadership team absent from two consecutive meetings without prior approval by the district president shall be removed from office. The nominations committee will be notified to replace that member.

IV. FUNDS

- A. An account for the securing of funds for the district shall be established with the signatures of the treasurer and the president, but not as co-signers.
- B. The president and secretary shall sign vouchers before being submitted to the treasurer for payment.
- C. Rate for travel expenses:
1. Mileage shall be paid for travel in keeping with the conference standing rules.
 2. Officers are encouraged to carpool to all meetings to economize on travel expenses. District shall reimburse officers; emphasizing always to carpool when at all possible.
 3. Conference pays expenses for district officers attending conference meetings excluding registration fees. Mileage vouchers shall be submitted to the conference treasurer for payment. Conference will reimburse district for only four cars to any one meeting.
 4. When a conference officer or chairperson attends a district meeting to promote a program implemented by the conference, expenses shall be paid by the conference. When a conference officer or chairperson attends a district meeting at district's invitation, the district pays the expense.
 5. When a district officer or chairperson attends a local unit to promote a program implemented by the conference or district, the district shall pay the expense. When a district officer attends a local meeting at the invitation of the unit, the local unit pays the expense.
- D. Honoraria, Love Gifts and Special Mission Recognition:
1. No "Love Gift" shall be given by the district or local unit for an invited conference or district officer, but will she receive travel expense reimbursement.
 2. No honoraria shall be given to a member of the conference, Jurisdiction Core Planning Group, or to a staff member of the national office of United Methodist Women, Inc.
 3. Members of the United Methodist Women are discouraged in planning personal gifts for outgoing or retiring officers at any level.

4. Anyone who leaves the leadership team after serving an elected term (two years) shall receive the basic Special Mission Recognition pin.
5. Each person that serves eight consecutive years on the leadership team shall receive a Sapphire Special Mission Recognition pin.
6. A person that serves as district president for four years shall receive at least a Sapphire Special Mission Recognition pin. The district may take a love offering, and the pin will be determined by the amount of the offering.
7. A \$ 10 Gift to Mission card shall be presented to members of the committee on nominations at the conclusion of their term.
8. Speakers and/or musicians invited to district events shall be paid travel expense at the current rate per mile plus an amount which is to be determined annually.

V. MISCELLANEOUS

- A. All motions, reports, or resolutions made from the floor at the district annual meeting shall be in writing and in the hands of the secretary at the time of presentation.
- B. Any member of the leadership team may recommend a list of books and materials to be available from the Mission Resource Center.
- C. One copy of the district standing rules shall be sent to the conference president, all leadership team members, all local unit presidents, and the district superintendent.
- D. Each member of the leadership team shall prepare four copies of her annual report (preferably typed and double spaced). Copies are to be given to the president, secretary, her conference counterpart, and retain one copy for her records.
 1. The report shall be presented at the last leadership team meeting of the year.
 2. The reports shall be attached to the official minutes of the district organization.
- E. Communications:
 1. A copy of all communications shall be sent to the district president and the conference counterpart. Each district officer shall correspond with their counterpart, where one exists, in the local unit at least once each quarter.
 2. A job description of each district officer shall be given to the committee on nominations who in turn will give the job description to the respective new officer.
- F. District Directory:
 1. A copy of the district directory shall be prepared by the district secretary or other appointed person every year, or as otherwise necessary.
 2. This directory shall be presented to the leadership team for approval at the January leadership team meeting. It shall be ready for publication before Super Sunday and distributed no later than February 10 to the Dothan leadership team, all local unit presidents, the district superintendent, all conference officers, and the conference website manager for publication of a link to the directory on our district website.
- G. Archives and History:
 1. The minutes of the leadership team meetings; the district treasurer's audit; the district president's evaluation reports; and district newsletters, directories, and scrapbooks shall be stored at the district superintendent's office in the United Methodist Women's filing cabinet.
- H. Certificates:
 1. Three certificates shall be awarded at each district meeting throughout the year.
 2. One certificate will be awarded to the unit with the largest number of their members present, excluding the host unit.

3. The second certificate will be awarded to the unit with the largest percentage of their members present, excluding the host unit.
 4. The third certificate will be a certificate of appreciation presented to the host unit for hosting the event.
 5. The same unit cannot receive these certificates more than once during the year. The year is from annual meeting to annual meeting.
- I. Sympathies Sent in the Name of the District:
1. It shall be the duty of the local unit president to notify the district president in the event of the death of a parent, husband, or child of a current district officer or of a past district president who is a member of her local unit. The district president shall send a Gift in Memory card stating that a gift has been sent to the national office of United Methodist Women, Inc. from the district organization. The gift shall be \$10. She shall notify the district secretary and district treasurer. The district treasurer shall pay the \$10 from the district budget.
 2. In the event of the death of a member of the current conference executive committee or a past conference president of United Methodist Women, or predecessor organization, residing within her district, the district president shall send a Gift in Memory card to the family stating that a gift has been sent to the national office of United Methodist Women, Inc. from the district organization. The gift shall be \$50. She shall notify the district secretary and district treasurer. The district treasurer shall pay the \$50 from the district budget.
 3. In the event of illness of a member of the conference executive committee residing in her district, the district president shall send a card. She shall notify the conference president.

STANDING RULES COMMITTEE:
Dothan District Leadership Team
Date Committee met: October 27, 2020