

**Louisiana Conference  
United Methodist Women  
STANDING RULES**

*(Revised: August 11, 2018)  
Pending Adoption*

The United Methodist Women (UMW) of the Louisiana Conference shall function in accordance with the Constitution and Bylaws.

These Standing Rules are supplementary to the Constitution and Bylaws. Every unit shall own one copy of the Constitution and Bylaws. It is recommended that every elected officer have a copy of the Constitution and Bylaws to be passed along to the succeeding officers. Contents of the Constitution and Bylaws will not be repeated in the Standing Rules.

**The Local Unit**

1. A new unit may be officially reported when a quarterly report has been sent by the Treasurer of the new unit to the District Treasurer.
2. Support for projects which are the financial responsibility of the church-at-large should be as individual members of the church rather than through the treasuries of UMW.
3. Local units shall be represented at the Conference Annual Meeting by one delegate per one hundred (100) members, or a major fraction thereof, provided every unit, regardless of size, shall be entitled to at least one delegate.  
Members of each unit shall be determined according to the current report to the Coordinator for Membership, Nurture and Outreach, unless corrections are given to her sixty (60) days in advance of the annual meeting.
4. Local units shall be represented at the District Annual Meeting by one delegate per twenty-five (25) members, or major fraction thereof, provided each unit, regardless of size shall be entitled to at least one delegate.
5. Elections shall be held in September, and those elected shall assume their duties on January 1<sup>st</sup> of the following year. The time between the election of officers and the assumption of their duties shall be a time of training during which the newly elected officers will work with the retiring officers. In the event of the death of the Treasurer of the Local unit, or the inability of the Treasurer to discharge the duties of that office, the President of the unit shall be authorized and empowered by the Leadership Team to draw and sign checks on behalf of the unit.

**The District Leadership Team**

District Elections shall take place annually.

1. Those elected assume their duties on January 1<sup>st</sup> following the election. The time between the election officers and the assumption of their duties shall be a time of training during which the newly elected officers will work with the retiring officers.

2. Thirty (30) days before the Annual Meeting of the District organization, each Local unit shall be sent information for the meeting and the list of nominees for elected leadership in the District organization.
3. Local units shall be represented at the District Annual Meeting by one delegate per twenty-five (25) members, or major fraction thereof, provided every unit, regardless of size, shall be entitled to at least one delegate.
4. The voting membership at the District Annual Meeting shall be the delegates from the local units and members of the District Leadership Team.
5. Subdistricts
  - a. A District may be divided into subdistricts to facilitate the work of the UMW within the District. A subdistrict leader shall be elected as part of the District elected leadership.
  - b. If a subdistrict meeting is held, the District Leadership Team will assist the subdistrict leader in determining program emphasis for the meeting.
  - c. If an offering is taken at a subdistrict meeting, expenses, excluding refreshments and/or flowers may be deducted before remittance is made to the District treasurer.
  - d. The duties of the subdistrict leader shall be to:
    - i. Maintain contact, both personally and other ways of communication, with the units in her subdistrict.
    - ii. Publicize all activities of the district.
    - iii. Assist in organizing new units, in reactivating units which have ceased to function, and in assisting units where help is needed.
    - iv. Preside over any subdistrict meetings which may be held.
6. In the event of the death of the Treasurer of the District organization, or the inability of the treasurer to discharge the duties of that office, the District President shall be authorized and empowered by the District Leadership Team to draw and sign checks.
7. The District Committee on Program may work with the Local Program Committee in the development of programs and activities which are integral to the Purpose.

### **The Conference Leadership Team**

United Methodist Women recognize the need to be an inclusive group and to have elected leaders who represent a diversity of age, race, economic background, and status of employment. To make this possible, a Budget for Conference Administration and Membership Development is approved annually to provide expenses for those chosen to serve in leadership positions. The following guidelines for reimbursement (along with the Conference Budget) seek to expand the concept of what it means to be in mission.

Expense vouchers are available from the Treasurer and must be filled out in full when applying for reimbursement and submitted to the Treasurer and approved by the President, Vice President or Secretary. Expenses for specific meetings should be turned in at the close of that meeting, if possible, or not later than the next week. Expense vouchers should be submitted

within the quarter in which the expense occurs when possible. All receipts must be attached to expense vouchers.

Leaders are advised to submit all legitimate expenses for doing their job well. If someone cares to donate supplies or services, which normally would be covered under these guidelines, please submit a voucher for those charges and then endorse the check (or refund part of it) directly to the Treasurer.

Conference officers shall pay their own registration fees to Conference events without reimbursement. They are often expected to pay their own room, meal and travel expenses and then submit the receipt(s) with a voucher for reimbursement. If this arrangement causes a person hardship, a cash advance to cover expected costs may be requested from the Treasurer. Expenses in excess of Conference limitations require prior approval.

Every call letter or written announcement of upcoming events requiring "official participation" of Conference Leaders shall mention further specific plans for financial arrangements not delineated herein (such as whether the individual leaders will pay or sign for meals and lodging).

**The following limitations should be noted:**

A. Travel Expenses

1. Car-pooling: Fifty cents (.50) per mile plus two cents (.02) additional per mile for each additional qualified person, with no limit on the total amount paid for the number of persons in the vehicle.
2. Lodging may be reimbursed at a rate of ½ of the cost of the room per person per day for travel within event time only.
3. Meals may be reimbursed at the following rate of: \$40/day per diem.

B. Officer Resources

Materials which are necessary for information and execution of your job (such as Resource Center publications) may be purchased and become the property of the conference organization. These materials should be maintained in the files you keep and passed on to successors. Utmost care should be taken that we do not needlessly duplicate materials which cover over-lapping concerns of other leaders.

C. Operating expenses

Postage, office supplies, copy charges, long distance telephone charges and other miscellaneous charges are allowable. Receipts for these expenses are to be attached to the voucher. The use of professional secretarial services and large numbers of copies are discouraged, and prior approval is required for these expenses.

D. Dependent Care Subsidy

There is a Dependent Care Subsidy plan in the budget as follows: When a Leadership Team Member (elected or appointed) is required to attend Annual Meeting, Conference Mission u, Mid-year Leadership Team Meeting, District Elected Leaders Training, or a National UMW Workshop, she may be paid a Dependent Care Subsidy up to \$60.00 per day for hired care required for children 12 years of age or under / or for an invalid (ill, handicapped, blind) parent/spouse/or other dependent person residing in her home – providing this is an absolute necessity and that no other family member or friend is available to do this for her.

1. District Elected Leaders attending District Elected Leaders Training are qualified to apply for Dependent Care.

**Committees**

The persons listed in the 2017-2020 Constitution and Bylaws shall be members of the Leadership Team. In addition, the following persons shall be members of the Conference Leadership Team: The Historian and the Chairpersons of Standing Committees.

1. Chairpersons of task groups shall be members of the Program Committee.
2. Each standing committee and task group shall be allowed one meeting a year, in addition to those meetings which can be held in conjunction with a larger group meeting, such as the Leadership Team.  
If a committee or task group needs more than one additional meeting (as described above), the meeting shall be approved by the Leadership Team.
3. The Conference Committee on Membership shall include those persons listed in the 2017-2020 Constitution and Bylaws and, in addition, the six District Membership, Nurture and Outreach Coordinators.
4. Committee on Nominations
  - a. Committee on Nominations shall be composed of six persons, including the chairperson.
  - b. The chairperson shall be elected by the Conference organization for a term of two years during her four-year term.
  - c. A person filling an unexpired term on the Committee on Nominations shall rotate off the committee with the class of her predecessor, regardless of length of time served.
  - d. In addition to functions listed in the Constitution and Bylaws, the Conference Committee on Nominations shall keep an accurate and up-to-date file on prospective elected leaders. The file should include, as a minimum, qualifications and skills of each person in the file; offices (if any ) previously held, especially in the District and /or Conference organizations, length of time served, tenure used and tenure remaining.
  - e. Persons elected to the Committee on Nominations shall attend:
    - i. Leadership Training Event within the calendar year elected at national expense

- ii. Mid-year leadership team meeting at Conference expense.
  - f. The committee shall meet semi-annually, as well as on call of the chairperson. A member missing two committee meetings in a year, without having been excused by the chairperson, shall be notified by the chairperson that she will be replaced on the committee.
5. There shall be a Committee on Standing Rules and Guidelines for a two year term composed of persons who shall be appointed by the President and approved by the Leadership Team. The President shall name the chairperson. The President shall serve as an ex-officio member. The functions of the committee shall be to:
    - a. Review and edit the standing rules and recommend amendments in keeping with new legislation and terminology adopted by National and in keeping with conference needs, and draft statements on standing rules changes referred to it by the Leadership Team.
    - b. Interpret, upon request, the meaning and intent of bylaws and standing rules.
    - c. Prepare copies of proposed amendments to the standing rules for distribution to the annual meeting. Provide a copy of the approved amendments to the secretary for inclusion in the records of the Conference organization. Draft resolutions which may be referred to the committee, in the interest of facilitating the work of the Conference organization
    - d. Review all guidelines and make recommendations to the Conference Leadership Team.
  6. There shall be a committee on the Annual Report and Directory, composed of the Secretary, who serves as Chairperson, the President, and the Treasurer.
  7. The committee shall edit and publish the Annual Report and Directory, as determined by the Leadership Team.
  8. Other persons needed to facilitate the work of the committee may be appointed by the President in consultation with the secretary.
  9. Annual meetings have been held in districts using the following rotation plan from 2010-2017. The schedule from 2018-2024 is listed below.
 

Alexandria	2010	<b>This year, 2018, Acadiana will be the host.</b>
Shreveport	2011	Monroe 2019
Acadiana	2012	Baton Rouge 2020
Monroe	2013	Lake Charles 2021
Baton Rouge	2014	New Orleans 2022
Lake Charles	2015	Shreveport 2023
New Orleans	2016	Acadiana 2024
Shreveport	2017	
  10. The hosting District Committee shall select a suitable place within the designated district and report the availability one year in advance which is approved at the midyear meeting of the leadership team.
  11. A formal invitation is presented by the District President and Local President at the Conference Annual Meeting one year in advance.

12. Traditionally, the annual meeting is held on the 2<sup>nd</sup> weekend in October.

### **Elections**

1. Elections shall take place annually at the Annual Meeting of the conference organization. Officers shall be elected for a two-year term. There shall be opportunity for nominations from the floor by a duly registered delegate. When nominations from the floor occur, the election must be postponed until later in the meeting to allow time for the Committee on Nominations to confer with the nominee. Elections for other officers may proceed or be postponed until all offices are voted on. It is the responsibility of the Committee on Nominations to verify the tenure eligibility of the nominee. The election should not proceed until this is done and the job description has been reviewed with the nominee. If the nominee is not present, the committee should verify that this has been done.
2. Elections shall be by ballot, except when there is only one nominee for an office the election may be by voice vote. A majority vote shall constitute election.
3. Those elected shall assume their duties on January 1<sup>st</sup> following the election. The time between the election of officers and the assumption of their duties shall be a time of training during which the newly elected officers will work with the retiring officers.
4. Officers elected at Annual Meeting held in the fall of an odd numbered year, will begin serving in an even numbered year are: President, Coordinators for Spiritual Growth, Membership, Nurture & Outreach, Communications and Secretary of Program Resources.

### **Mission u**

#### **A. Membership**

According to the Constitution and Bylaws of United Methodist Women (Article 4, Section 7) of the Conference Institution:

The members of the committee will be President, Treasurer and others named by the Leadership Team. It is recommended that persons who are not conference officers be named to the committee. No person will serve in any office, including Dean and Assistant Dean, for more than two successive years except the Registrar, Treasurer/Business Manager and Resource Room Coordinator, who may serve in that office for up to four consecutive years. (All members, with the exception of the ones mentioned in the prior sentence and conference officers serving on the committee will be elected annually.)

The Dean will serve as Chairperson of the Committee. While she is serving, she will be a member of the Conference Leadership Team. It is recommended that the person elected to the office of Dean should have served on the Mission u Committee prior to her election.

Tenure on the Committee on Mission u shall be limited to a total of eight years, with the exception of those serving on the Committee by virtue of their elected office on the Conference Leadership Team or beyond the Conference. If a woman has already completed her eight-year tenure, she may still be elected Dean.

While certain Conference-elected leaders are listed as members of the Mission u Committee, others may be added as needed to get the work done. The Dean may be one of the Conference officers or one of the others added. The Assistant Dean shall serve as Dean in the second year of her term.

1. Officers on the Committee shall include:

Dean	Resource Room Coordinator
Assistant Dean(s)	Media and Technology Coordinator
Treasurer	Secretary
Registrar	Committee on Nominations, Chairperson
2. The Conference Treasurer shall be the Registrar, with her designee approved by the Leadership Team to work closely with her. The Treasurer and her designee shall be bonded as required by United Methodist Women.
3. All Conference elected leaders, Conference and Mission u appointed leaders, District Presidents and District Treasurers are expected to attend Mission u at Conference expense. At the request of National, both the Assistant Dean for that year attends Mission u training and the Assistant Dean for the next year.
4. A subsidy to be determined by the Committee on Finance shall be paid for: each District Vice President, Secretary, the four Mission Coordinators, Program Resources Secretary, Chair of Committee on Nominations and Communications Coordinator who fully participate in Mission u.
5. The Conference Membership, Nurture and Outreach Coordinator shall determine the winner of the attendance certificate, which shall be awarded on the count of highest district attendance.
6. A stipend determined by the Committee on Finance, shall be allowed annually for the purchase of audiovisual resources pertinent to the current studies and mission emphases. These materials shall be selected by the Mission Coordinator for Education and Interpretation in consultation with the Dean of Mission u and shall be placed in the audio-visual library of the Conference Council on Ministries for use throughout Mission u.
7. Mission u Leadership Training
  - a. The Dean, Assistant Dean(s) and Conference Study Group Leaders must attend training by National. This is the process by which Study Leaders receive certification unless they are approved for re-certification online.
8. The Estelle Dameron and Doretha Brown Scholarships are available. Recipients will be determined by the Scholarship Chairperson and approved by the Mission u Committee.

### **Annual Meeting**

1. Each local unit shall receive registration forms, the list of nominees for elected leadership and any major changes recommended in Standing Rules thirty (30) days prior to the annual meeting.
2. Representation
  - a. Local units shall be represented at the Annual Meeting by one delegate per one hundred members or major fraction thereof, provided every unit, regardless of size, shall be entitled to at least one delegate.
3. The voting membership at Annual Meeting shall be composed of the following persons: members of the Leadership Team, Delegates from the local units, District elected officers and past Conference Presidents.

### **District Elected Leadership Training**

1. There shall be a Conference-wide training event (DELT) with Conference leadership training district counterparts.
2. Outgoing/ Retiring Conference officers shall conduct DELT training and may be assisted by the newly elected Conference officers. This event shall be funded by the Conference.

### **Leadership**

1. There shall be a Conference Historian to be appointed by the President on a two-year basis and confirmed by the Leadership Team.
2. Treasurer
  - a. The time between the election of the Treasurer and the assumption of her duties shall be a time of training in which she shall work with the retiring treasurer, especially in preparing the fourth quarterly report. The Treasurer-Elect shall attend all Finance and Leadership Team meetings and training events occurring during the interim period.
  - b. In the event of the death of the Treasurer of the Conference organization or the disability of the Treasurer to the extent that she is unable to discharge the duties of that office, the President of the Conference organization shall be authorized and empowered to draw and sign checks and maintain the records on behalf of said organization until such time as an interim Treasurer is appointed.
3. The Communications Coordinator shall serve as liaison of the Conference Newsletter and Conference website.
  - a. In the event the Communications Coordinator is unable to serve as liaison, ~~one~~ one shall be appointed by the Conference President on a two-year basis, approved by the Leadership Team.

- b. The duties of the liaison shall be:
  - To prepare the Conference newsletter
  - To serve as liaison person with the Webmaster and be responsible for having communication sent to all designated persons.
  - If the liaison is not the Communications Coordinator, she shall serve on the Leadership Team.

### **Special Mission Recognitions, Gifts, and Memorials**

1. When women from the Louisiana Conference are ordained as deacons in the Annual Conference, they shall be honored with a gold Special Mission Recognition pin. When women from the Louisiana Conference are commissioned as long or short-term missionaries or as a deaconess, by the General Board of Global Ministries, they shall be honored with a gold Special Mission Recognition Pin.
2. Retired missionaries and deaconesses residing within the hosting district may attend Annual Meeting at Conference expense, which includes housing and travel according to expense guidelines. Each one is to send in his/ her own registration forms and pay his/her registration fee. These persons should be on the Conference mailing list and receive additional communication regarding these meetings from the Conference Mission Coordinator for Education and Interpretation.
3. Each year the President may select, in consultation with the Leadership Team, a person to be the recipient of a pearl Special Mission Recognition pin, which will be presented at the Annual Meeting.
4. Upon election, women from Louisiana Conference who serve as a Director of Women's Division or an officer of the South Central Jurisdiction UMW shall be honored at Annual Meeting with a Gift to Mission.
5. When death occurs among members of the Leadership Team, or a former Conference President, a Gift in Memory of fifty dollars (\$50) shall be sent to United Methodist Women. When death occurs to members of their immediate families, or to relatives living in their homes, a Gift in Memory of twenty-five dollars (\$25) will be sent as a memorial.
6. Anyone on the Leadership Team that organizes a Conference event: Mission u (Dean and Assistant Deans), Spiritual Growth Retreat, Social Action Event and the Annual Meeting (District President, Chairperson, and hosting church President) will receive a pin.

### **Nominating Procedures**

1. Each quadrennial, at the invitation of National UMW, a representative of the Conference UMW will be granted the opportunity to attend one meeting of National at National's expense. Election of this representative shall be made by the Leadership Team.

2. Conference representatives to the Quadrennial Assembly shall be conference elected officers who can attend. The monies designated shall be divided equally among those who attend.
3. Nominees and alternates as directors to the United Methodist Women shall be as follows:
  - a. The Conference Committee on Nominations shall be the Nominating body.
  - b. Names of nominees and alternates shall be published for distribution to and notification of the membership 30 days prior to Annual Meeting
  - c. Nominations shall be presented at Annual Meeting for election. Nominations may be made from the floor of Annual Meeting with consent of the nominee.
4. Procedures for nominating delegates and alternates to the jurisdiction quadrennial meeting of United Methodist Women shall be as follows:
  - a. The Conference Leadership Team shall be the nominating body.
  - b. Names of nominees shall be published for distribution to and notification of the membership 30 days prior to Annual Meeting. Nominations shall be presented to the Annual Meeting for election.

**Amending, Deleting or Adding Standing Rules**

1. Standing Rules may be amended, or new Standing Rules adopted by majority vote at any Annual Meeting of the Conference organization. Such changes shall be approved by the Leadership Team and published thirty (30) days prior to the Annual Meeting.

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**NOTES**