



## **United Methodist Women: Louisiana Conference STANDING RULES**

*(Revised and Adopted: October 10, 2013)*

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.

### **United Methodist Women in 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 on the basis of one delegate, for each 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.

1. Local units shall be represented at the District Annual meeting on the basis of one delegate for each twenty-five (25) members, or major fraction thereof, provided each unit, regardless of size shall be entitled to at least one delegate.
2. 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.
3. 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.

### **United Methodist Women in the District**

1. District Elections shall take place annually.
2. 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.
3. 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.



4. Local units shall be represented at the District Annual Meeting on the basis of one delegate for each twenty-five (25) members, or major fraction thereof, provided every unit, regardless of size, shall be entitled to at least one delegate.
5. The voting membership at the District Annual Meeting shall be the delegates from the local units and members of the District Leadership Team.
6. 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.
7. 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.
8. 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.

## **United Methodist Women in the Conference**

### **I. Funds**

1. United Methodist Women shall support projects which are the financial responsibility of the church-at-large as individual members rather than through the treasuries of the organized units of United Methodist Women.
2. Expenses for all members attending any authorized meeting of a standing committee or task group shall be paid by the Conference, unless expenses are otherwise provided.
3. Expenses
  - a. Members of the Conference Leadership Team shall receive expenses for attendance at meetings of that committee, and the annual meeting of the Conference organization according guidelines recommended by the Finance Committee.
  - b. Each officer shall receive expenses for promoting the work of her office.
  - c. The Finance Committee will determine the compensation (reimbursements) and recommend this to the Leadership Team for approval. All expense vouchers shall include itemized listings with receipts for expenses (postage, duplicating, lodging, meals, etc.) for which payment is requested. Vouchers shall be approved and signed by the President and Secretary.



- d. Duplicating letters or other materials in quantity shall be done, after investigation, at the least expense appropriate to the purpose for which the materials are to be used.
4. The Conference organization may set aside an amount for administration and membership development expenses of the Conference; a contribution to the Jurisdiction fund for administration and membership development; for remittances to the Districts for administration and membership development; and for Church Women United. The exact amount of the fund to be set aside shall be decided annually by the Leadership Team on recommendation from the finance committee.
5. At the end of the calendar year, the District treasurer must account to the Conference treasurer for the use of administration and membership development funds received, and the balance on hand. Each District shall be allowed to retain a portion of their administration and membership development funds as an advance toward the next year's budget. Any amount in excess shall be returned to the Conference treasurer clearly marked as unused administration and membership development funds.
6. Funds for Conference officers' attendance to Assembly shall be determined by the Finance Committee and approved by the Leadership Team. Those funds shall be sent to each officer attending assembly at the appropriate time. If the officer does not attend assembly, funds shall be returned to the Conference treasurer.
7. Each district shall be allowed monies for sending representatives to Assembly. Funds are to be determined by the Finance Committee and held by the Conference Treasurer with other accumulating funds and sent to each District at the appropriate time. Representation shall be determined by the District Leadership Team. If no representative from the District attends, funds shall be returned to the Conference Treasurer.

## **II. Committees**

1. The persons listed in the 2009-12 Constitution and Bylaws shall be members of the Leadership Team.
  - a. In addition, the following persons shall be members of the Conference Leadership Team: the historian, editor, chairpersons of standing committees; and the spouse of the Bishop, (who shall be an honorary vice-president).
2. Chairpersons of task groups shall be members of the Program Committee.
3. 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.
4. The Conference Committee on Membership shall include those persons listed in the 2009-2012 Constitution and Bylaws and, in addition, the chairpersons of the six District Committees on Membership.
5. Conference Committee on Nominations
  - a. Conference 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.
6. There shall be a Committee on Standing Rules and Guidelines for a two year term composed of five 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.
7. There shall be a committee on the Annual Report and Directory, composed of the secretary, who serves as chairperson, the President, and the treasurer.
8. The committee shall edit and publish the Annual Report and Directory, as determined by the Leadership Team.
9. Other persons needed to facilitate the work of the committee may be appointed by the President in consultation with the secretary.
10. There shall be a Committee on the place of the Annual Meeting composed of three persons whose chairperson shall be a Conference officer. The President shall appoint the members of the committee and name the chairperson



11. Annual meetings shall be held in districts using the following rotation plan:

Alexandria	2010
Shreveport	2011
Acadiana	2012
Monroe	2013
Baton Rouge	2014
Lake Charles	2015
New Orleans	2016
Shreveport	2017

12. The 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.

13. A formal invitation is presented by the local President at the Conference annual meeting one year in advance.

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

### **III. 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, to begin serving in an even numbered year are: Vice President, Treasurer, Coordinators for Spiritual Growth and Social Action, and Chairperson of Committee on Nominations.

### **IV. Mission U**

1. The Dean and Assistant Dean shall be elected for two years at a Mission u planning meeting by and from the current committee. They shall attend training provided by National. A new Assistant Dean shall be elected each year. The Assistant Dean shall serve as Dean in the second year of her term.
2. The Conference Treasurer shall be the registrar with her designee, approved by the Leadership Team to work closely with her. The designee shall be appointed to serve for one year for Conference events, such as the Mission u, Annual Meeting, etc. 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.
4. A subsidy to be determine 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 banner/ certificate, which shall be awarded on the count of highest district attendance.
6. A significant amount, 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 material 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 pattern of attendance includes the Dean and Assistant Dean and Conference Study Group Leaders who attend as partial satisfaction of certification requirements.

#### **V. 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 of the Conference organization on the basis of one delegate for each 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 an annual meeting shall be composed of the following persons: members of the Leadership Team, Delegates from the local units, District elected officers, spouse of the resident bishop, and Presidents of all predecessor organizations.
4. The Committee on Program shall recommend to the Leadership Team, at the time of Mission u, the chairperson for the Task Group on Annual Meeting Program for the ensuing year.

#### **VI. District Elected Leaders Training**

1. There shall be a Conference-wide training event 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.

#### **VII. Leadership**

1. There shall be a Conference Historian to be appointed by the President on a two year basis and confirmed by the Executive Committee.



## 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 editor of the Conference Newsletter.
- a. In the event the Communications Coordinator is unable to serve as editor of the Conference Newsletter, an editor shall be appointed by the Conference President on two year basis, approved by the Leadership team
  - b. The duties of the editor shall be:
    - i. To edit the Conference newsletter in consultation with the Communications Coordinator.
    - ii. To serve as liaison person with the printer and be responsible for having the paper sent to all designated persons.
    - iii. If the editor is not the Communications Coordinator, she shall serve on the Leadership Team.

## **VIII. Special Mission Recognitions, Gifts, Memorials**

1. When women from the Louisiana Conference are ordained as deacons in the Annual Conference, they shall be honored with a forty dollar (\$40) 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 forty dollar (\$40) Special Mission Recognition Pin.
2. Retired missionaries and deaconesses residing within the Conference may attend Annual Meeting and Mission u 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 one hundred doll (\$100) Special Mission Recognition pin, which will be presented at the Annual Conference.
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.

### **IX. 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 in the Conference Newsletter for distribution to and notification of the membership 30 days prior to Annual Meeting
  - c. Nominations shall be presented to the 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 in the Conference Newsletter for distribution to and notification of the membership 30 days prior to Annual Meeting. Nominations shall be presented to the Annual Meeting for election.
  - c. Nominations may be made from the floor of the Annual Meeting.

### **X. Amending, Deleting or Adding Standing Rules**

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 Executive Committee and published in the Conference Newsletter thirty (30) days prior to the Annual Meeting.