

**United Methodist Women**  
**WESTERN NORTH CAROLINA CONFERENCE**  
**THE UNITED METHODIST CHURCH**

**STANDING RULES**  
**(Amended 2007)**

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**United Methodist Women**  
**WESTERN NORTH CAROLINA CONFERENCE**  
**THE UNITED METHODIST CHURCH**

**STANDING RULES**  
**(Amended 2007)**

**ARTICLE I WOMEN'S DIVISION**

The United Methodist Women of the Western North Carolina Conference shall function in accordance with the Constitution and Bylaws for Conference organizations of United Methodist Women as adopted by the Women's Division of the General Board of Global Ministries of the United Methodist Church. The following Standing Rules shall provide specific procedures for the administration of the Western North Carolina Conference United Methodist Women.

**SECTION 1 APPEAL FOR FUNDS**

The Division Policy in regard to requests of the UNITED METHODIST WOMEN is that lists of officers are not released, programs are not promoted, and financial plans are not endorsed. (January 1953)

Any financial promotion or solicitation of the UNITED METHODIST WOMEN at any level may not be approved except as channeled through the Women's Division. (April 1971)

UNITED METHODIST WOMEN has a definite responsibility for the support of the program of the Women's Division, a responsibility which belongs to its members alone. The Division points out that it is not the responsibility of UNITED METHODIST WOMEN'S officers, at the district or conference levels, to promote through UNITED METHODIST WOMEN treasuries the support of projects which are the responsibility of the Annual Conference, the district, or church itself. Women carry their share of responsibility as individual members of the church. (January 1953)

**SECTION 2 COMMERCIAL REQUESTS**

The Division will not approve commercial requests which seek to utilize UNITED METHODIST WOMEN as consumers. (Examples: requests to use logo on ceramic mugs or needlework kits; requests to sell books at Schools/Annual Meetings which are not directly related to organizational program. (October 1985)

**SECTION 3 MAILING LISTS**

The Women's Division does not furnish lists of elected leaders of the organization to commercial firms. (September 1949)

**SECTION 4 LAY WOMEN'S ORGANIZATION**

UNITED METHODIST WOMEN is a lay woman's organization rooted in mission whose membership is open to any woman who shares its PURPOSE. (*The Book of Discipline, 2004* para. 256.5, Articles 3,4)

Only lay women may serve as elected leaders. The local president and District and Conference elected leaders shall be lay women members of the United Methodist Church. (October 1982)

**SECTION 5 RESOURCES/MISSION RESOURCE CENTER**

There is to be a display and sale of literature at every official gathering of the United Methodist Women and Women's Division. The sole right of display and sale of literature is vested in the Mission Resource Center. This relates to all meetings sponsored in whole or in part by the Women's Division or the organization of United Methodist Women from District to Jurisdiction level, schools of Christian Mission, district and conference meetings, seminars, retreats, and officers' training. The meetings under the sponsorship of the Division and United Methodist Women are the only opportunity the Mission Resource Center has to present literature which promotes the total program of the Division. (April 1991)

Source:

1. General Policies of the Women's Division (1984)
2. Financial Policies of the Women's Division (1984)

## ARTICLE II CONFERENCE ELECTED LEADERS

Each year the President shall provide orientation for the newly elected Executive Committee. Included will be the following: team building; an explanation of duties as outlined in the Women's Division Constitution and Bylaws; and a review of the STANDING RULES of the Western North Carolina United Methodist Women with special emphasis on financial policies, program opportunities, and responsibilities of the respective offices.

In addition to the duties outlined in the Constitution and Bylaws of the Women's Division, the following duties that relate to the Western North Carolina Conference United Methodist Women shall be included:

### SECTION 1 THE PRESIDENT shall:

#### A. Appoint (with the approval of the Executive Committee):

- (1) Chairpersons of committees not otherwise provided
- (2) Parliamentarian
- (3) Historian
- (4) Chairperson of Leader Development
- (5) Chairperson of Scholarship Committee
- (6) Committee on Standing Rules
- (7) Committee on Annual Report
- (8) District Presidents to various Conference United Methodist Women's Committees
- (9) Task groups

#### B. Invite newly elected Conference officers and District Presidents to the Fall Conference Executive Committee meeting prior to assuming office.

#### C. Serve as:

- (1) A member of the Annual Conference (*The Book of Discipline*, 2000, para.30, Article 1)
- (2) A member of the Conference Ministries Advisory Council
- (3) A member of the Western North Carolina Conference Committee on Nominations
- (4) A member of the Committee on the Annual Conference Meeting
- (5) A member of the Western North Carolina Conference Council on Laity
- (6) A member of the Board of Trustees of Pfeiffer University
- (7) An ex-officio director of Brooks-Howell Home
- (8) Member of the Board of Directors of Bethlehem Center in Charlotte and Winston-Salem, North Carolina
- (9) An official representative to Church Women United in North Carolina
- (10) An official representative to World Federation of Methodist and Uniting Church Women.

#### D. See that arrangements are made for Executive Committee meetings.

### SECTION 2 THE VICE PRESIDENT shall:

- A. Chair the Committee on Program
- B. Extend invitations to program participants for the Annual Meeting
- C. Prepare materials and information pertaining to Annual Meeting for the Communications Coordinator.
- D. Be an official representative to Church Women United in North Carolina
- E. An official representative to World Federation of Methodist and Uniting Church Women.

### SECTION 3 THE SECRETARY shall:

- A. Send first draft of minutes to the President within 15 days for approval and mail to Executive Committee and Committee on Nominations within 30 days after the meeting, and Secretary of Southeastern Jurisdiction Core Planning Group.
- B. Order and distribute stationery to members of Executive Committee.
- C. Send list of Conference Executive Committee to Secretary of Southeastern Jurisdiction Core Planning Group and Women's Division.

- D. Publish and distribute the ANNUAL REPORT and serve as Chair of the Committee on Annual Report (See guidelines for Committee on Annual Report).
- E. Notify all organizations in which the conference organization maintains relationships when there is a change in leadership.
- F. Keep an updated list of all Conference equipment.
- G. Arrange lodging for Annual meeting.

SECTION 4 THE TREASURER shall:

- A. Receive quarterly from District Treasurers the funds from local units and send to the Women's Division.
- B. Receive and disburse funds for all Conference meetings and special events of the Western North Carolina Conference United Methodist Women.
- C. Provide expense vouchers.
- D. Serve as a member of the Board of Trustees of Pfeiffer University.
- E. Order \$35.00 Mail Service of new materials from the Mission Resource Center for each Conference elected officer.
- F. Give a quarterly written report to the Executive Committee.
- G. Present a financial report for all Conference events to the Program Committee following each specific event.
- H. Disburse quarterly District Administrative and Membership Development (A&MD) Funds after receipt of the preceding quarterly A&MD report from the District Treasurers.
- I. Be responsible for Pledge Service at the Conference Annual meeting.

SECTION 5 THE MISSION COORDINATORS

A. SPIRITUAL GROWTH shall:

- (1) Chair the Sub-Committee on Spiritual Enrichment Retreats.

B. MEMBERSHIP NURTURE AND OUTREACH shall:

- (1) Be responsible for the Membership Cultivation program.
- (2) Coordinate special membership events.
- (3) Initiate action of support network.

C. SOCIAL ACTION shall:

- (1) Promote the study and implementation of the Charter for Racial Justice Policies and serve on that committee.
- (2) Develop and implement strategies on issues related to women's concerns and legislation.
- (3) Be a member of the Conference Committee on Ministry in Society.

D. EDUCATION AND INTERPRETATION shall:

- (1) Assist in the promotion of the Mission program of the Women's Division with emphasis on Mission Giving.
- (2) Serve as a member of the Conference Commission on Outreach.
- (3) Plan and coordinate a special luncheon and/or reception honoring active and retired mission personnel and former Conference Presidents and Guild Secretaries residing within the bounds of the Western North Carolina Conference.

SECTION 6 SECRETARY OF PROGRAM RESOURCES shall:

- A. Consult with the Chair of conference events concerning the ordering of books and materials for each event.
- B. Order and sell resources at designated meetings of the conference organization.
- C. Order books from the current Reading Program list to be circulated among Executive Committee members.

SECTION 7 The COMMUNICATIONS COORDINATOR shall:

- A. Serve as Editor of the Conference United Methodist Women newsletter, the *Conference Gram*.

### **ARTICLE III CONFERENCE APPOINTED OFFICERS**

SECTION 1 PARLIAMENTARIAN shall chair the Committee on Standing Rules and Resolutions.

SECTION 2 HISTORIAN shall collect, identify, arrange and preserve historical materials relating to administration, projects, programming, and activities of the Conference United Methodist Women and its predecessor organizations.

SECTION 3 CHAIRPERSON OF SCHOLARSHIP COMMITTEE shall:

- A. Confer with recipients concerning requirements for applications.
- B. Keep a complete file on each recipient, including application, references, reports from schools, and signed contracts.

SECTION 4 CHAIRPERSON OF LEADER DEVELOPMENT shall:

- A. Coordinate the planning for the Leader Development Event.
- B. Contact program participants and the host facility.

### **ARTICLE IV NOMINATIONS, ELECTIONS, AND TENURE**

SECTION 1 Election of officers shall be by ballot. In the event of only one nomination for each office, the election may be by voice vote.

SECTION 2 Elected Conference Officers shall take office on January 1 following the Annual Meeting at which they are elected.

SECTION 3 Six months service or more in an officer year by an officer will be counted as one year of tenure.

SECTION 4 The election of an officer shall be for a two-year term, with the exception of the Committee on Nominations. (See ARTICLE V, SECTION 7 paragraph C of Standing Rules).

SECTION 5 Tenure of the Western North Carolina Conference United Methodist Women shall be determined by ARTICLE V, SECTION 2, of the Women's Division Constitution and Bylaws.

SECTION 6 No elected Conference Officer, Parliamentarian, Historian, Dean of the School of Christian Mission, Chairperson of Scholarship, and Chairperson of Leader Development may hold any office beyond the local unit.

SECTION 7 The voting body of the Conference organization shall be composed of those delegates named in the Annual Meeting Rules of Order (designated as: Voting Membership)

SECTION 8 At the Annual Meeting of the Conference organization prior to the Quadrennial Meeting of the Jurisdiction Organization, the Committee on Nominations shall present the names of three women as possible nominees for membership on the General Board of Global Ministries. These three names are to be sent to the Jurisdiction organization by the Conference Secretary. An alternate shall also be nominated and her name shall be kept in the files of the Conference Secretary.

### **ARTICLE V COMMITTEES**

SECTION 1 ADMINISTRATIVE COMMITTEE shall consist of: President, Vice President, Secretary, Treasurer, and Parliamentarian.

SECTION 2 THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of those elected leaders specified in the Women's Division Constitution and Bylaws. (ARTICLE III, SECTION 1)

- B. Other persons related to the Executive Committee, with voice and vote are:
  - (1) Parliamentarian
  - (2) Historian
  - (3) Chairperson of Leader Development
  - (4) Chairperson of Scholarship
- C. The majority in attendance shall constitute a quorum.
- D. The Executive Committee shall function as stated in ARTICLE III of the Women's Division Constitution and Bylaws.
- E. Membership on Standing Committees shall be named each year.

The President shall serve as an ex-officio member of ALL committees except the Committee on Nominations.

### SECTION 3 COMMITTEE ON PROGRAM

- A. The Committee on Program shall be composed of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, Chairperson of Leader Development, and others as needed.
- B. Sub-committees are: Annual Meeting Program, Spiritual Enrichment Retreat, and Leader Development.
- C. The Committee on Program, working through sub-committees, shall:
  - (1) Plan opportunities for training and leadership development for Conference and District officers.
  - (2) Plan for the Annual Meeting, including a program centered around global mission and in harmony with the PURPOSE.
  - (3) Plan one or more retreats annually for the purpose of spiritual renewal and inspiration through study and meditation.
  - (4) Schedule workshops, seminars, training sessions, and other meetings designated for enrichment and furthering the fulfillment of the PURPOSE of United Methodist Women, at the discretion of the Executive Committee or as prescribed by the Women's Division.

### SECTION 4 COMMITTEE ON FINANCE

- A. The Committee on Finance shall be composed of the Treasurer as Chairperson, President, Vice President, Secretary, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, Chair of the Scholarship Committee, District Treasurers, District Mission Coordinators for Education and Interpretation, and others as needed.
- B. Shall coordinate and approve the District and Conference Administrative and Membership Development Budget prior to the meeting of the Conference Executive Committee, at which time said budget is recommended for adoption by the voting body of the Annual Meeting.
- C. Review and consider requests for funding in keeping with the guidelines and policies of the Women's Division.

### SECTION 5 COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH

The Committee on Membership Nurture and Outreach shall be composed of the Mission Coordinator of Membership Nurture and Outreach who serves as Chairperson, President, Vice President, Secretary, Chairperson of the Committee on Nominations, Communications Coordinator, Mission Coordinator for Education and Interpretation and District Mission Coordinators on Membership Nurture and Outreach.

### SECTION 6 COMMITTEE ON SOCIAL ACTION

- A. The Committee on Social Action shall be composed of the Mission Coordinator of Social Action as chairperson, and others as needed to be appointed by the President.
- B. The Social Action Committee shall award annually a Social Action Award to either an individual or group who has impacted a change for Social Justice. Criteria for the award shall be: The Social Action will be creative and/or innovative. An individual or group will have extended involvement over a period of time with a commitment to human welfare and social reform. The activity will be a bridge builder connecting and interacting with other cultures. The Social Action will serve to improve or change the life or situation of others. It will be a life-altering experience for nominee and/or group. This action should serve to combat racism and other social injustices. Applications shall be submitted to the Conference Social Action

Coordinator and must be postmarked by December 15. The recipient will receive a \$40 Special Mission Recognition pin that will be presented at Annual Meeting.

#### SECTION 7 COMMITTEE ON MISSION TODAY

- A. The Committee on Mission Today shall be composed of the Mission Coordinator for Mission Education and Interpretation as Chairperson, President, Vice President, Treasurer, Mission Coordinator for Spiritual Growth, Mission Coordinator for Social Action, Mission Coordinator for Membership Nurture and Outreach, Secretary for Program Resources, Communications Coordinator, and a District President.
- B. Shall propose, review and evaluate criteria to encourage local units to become Mission Today units.

#### SECTION 8 COMMITTEE ON NOMINATIONS

- A. The Committee on Nominations shall be composed of nine persons, divided into four classes, including the chairperson, and it shall be inclusive as to employment, age, racial and ethnic backgrounds, and geographic locations. District lines should not be a factor in determining representation on the committee.
- B. No committee member shall hold any other office in the organization beyond the local unit.
- C. Persons may serve only one four-year term on the committee, with the Chairperson serving a two-year term, during her four-year term. While serving as chairperson, she shall be a member of the Conference Executive Committee.
- D. One member of the Committee on Nominations, in addition to the Chair of the Committee on Nominations, shall attend the February and August Executive Committee meetings at Conference expense. This person will be chosen by the Chair of the Committee on Nominations.
- E. The Committee shall make the slate of officers available to the Executive Committee and the Conference membership at least 30 days prior to the Annual Meeting at which the election is to be held.
- F. At the Annual Meeting of the Conference organization prior to the Quadrennial meeting of the Jurisdiction Organization, the Committee on Nominations shall present the names of three women as possible nominees for membership on the General Board of Global Ministries. These three names are to be sent to the Jurisdiction organization by the Conference Secretary. An alternate shall also be nominated and her name shall be kept in the files of the Conference Secretary.
- G. Nominees for Conference offices who are not already members of the Executive Committee shall be invited to attend the Annual Meeting at Conference expense. The chair of the Committee on Nominations shall so inform the nominees and shall make reservations for them through the Secretary.
- H. All members of the Conference Committee on Nominations will participate in visiting the fourteen (14) Districts annually. A committee member will attend an Executive Committee meeting and a District event at Conference expense. These visits will be outside the committee member's resident District.
- I. The committee shall meet at least twice a year, as well as on call of the Chairperson.
- J. Prepare ballots for elections at Annual Meeting.

#### SECTION 9 OTHER COMMITTEES

##### A. The COMMITTEE ON STANDING RULES AND RESOLUTIONS

- (1) The Committee shall be composed of five to seven (5 to 7) members, who are: Parliamentarian as Chairperson, President, Vice President, Secretary, Treasurer, and others as needed.
- (2) Shall review Conference Standing Rules annually.
- (3) Shall review District Standing Rules prior to adoption by the District.
- (4) Shall review proposed resolutions submitted in writing to the Conference President sixty (60) days prior to the beginning of the Conference Annual Meeting.
  - (a) Committee may reject any resolution not in keeping with the *Book of Discipline* of the United Methodist Church.
  - (b) Shall report any proposed resolutions to the Conference Executive Committee prior to Conference Annual Meeting.

##### B. SCHOLARSHIP COMMITTEE

- (1) The Committee shall be composed of the Chairperson, Treasurer, the Mission Coordinator for Education and Interpretation, and others as needed to be appointed by the President who is an Ex-officio member.
- (2) The Committee meets annually and on call of the Chairperson, and assists the Chairperson in interviewing applicants.

### (3) SCHOLARSHIPS

- (a) FANNIE MIT CASE SCHOLARSHIP - available through a trust fund established by Mrs. Fannie Mit Case of Murphy, North Carolina, in 1962, and administered by Wachovia Bank and Trust Company. It is to be used by United Methodist students from the Western North Carolina Conference at any college/university approved by the UMW Scholarship Committee. A student must use funds in preparation for service in an agency in which the United Methodist Church is involved.
- (b) CARRIE FORBIS FERGUSON FUND - established in 1977-78 by Mr. and Mrs. Howard Ferguson of Randleman to assist students in preparing for a church-related vocation. Priority shall be given to students attending High Point University and students residing in the High Point District of the Western North Carolina Conference.
- (c) RONDA ROBBINS MEMORIAL SCHOLARSHIP FUND - established in 1985 as a tribute to Ms. Ronda Robbins, deceased President, Western North Carolina United Methodist Women, 1980-1984, for her many contributions to her church, community and state, to assist students in the Western North Carolina Conference to attend High Point University in preparation for full time service in an agency in which the United Methodist Church is involved. The fund is to be administered by the Scholarship Committee of the United Methodist Women.
- (d) ETHELYNE SHELLEY SCHOLARSHIP - (formerly offered by the Wesleyan Service Guild, established in 1964 in honor of Mrs. Ethelyne Shelley of Greensboro) is available to United Methodists residing in Western North Carolina Conference to attend Pfeiffer University in preparation for full-time service in the United Methodist Church. Mrs. Shelley served as Conference Guild Secretary from 1954 to 1958.
- (e) WEAVER MEMORIAL SCHOLARSHIP - established in 1960 by Mrs. C. C. Weaver of Winston-Salem, NC, Conference President of the W.S.C.S. 1940 to 1948, as a memorial to her husband. This endowment is for enabling young United Methodists residing within the bounds of the Western North Carolina Conference to attend Pfeiffer University in preparation for full-time service in the United Methodist Church.
- (f) HERBIN-MOTLEY SCHOLARSHIP FUND - first established in 1981 by Mrs. Wilhelmina M. Herbin and Mr. Richard W. Herbin as the Greensboro District United Methodist Women Motley Scholarship Fund in memory of Mrs. L. E. Motley, mother of Mrs. Herbin. Name of the fund was changed in 1984 by action of the Greensboro District United Methodist Women Executive Committee to the Herbin-Motley Scholarship Fund to honor past Greensboro District President Mrs. Herbin and her husband. Scholarships are to be awarded to Christian students with special consideration given to residents residing within the confines of the Greensboro District or the Western North Carolina Conference of the United Methodist Church. Scholarship applicants residing outside the confines of the Western North Carolina Conference of Western North Carolina may be considered. Preference will be given but not restricted to applicants intending study for careers in Business Administration, Education (teaching), music, social studies, etc.
- (g) ERNEST R. ELLIS AND LITHIE PHILLIPS ELLIS SCHOLARSHIP FUND – established in 2001 to honor the memory and the commitment to education of Ernest and Lithie Ellis. This scholarship will assist students who wish to attend one of the Methodist related colleges or universities in Western North Carolina to further their education. Preference will be given but not restricted to persons residing in the bounds of the Western North Carolina Conference of the United Methodist Church.
- (h) GENERAL SCHOLARSHIP FUND - established originally to assist women training as missionaries. Support comes from the United Methodist Women through District Treasurers as special gifts from local units, individual gifts as memorials or appreciation recognition, and from repayments from recipients of scholarships who are not employed within an agency in which the United Methodist Church is involved.
- (i) ALL SCHOLARSHIPS AND GRANTS - will be awarded without regard to age, race, sex, or marital status.
- (j) UNITED METHODIST WOMEN'S SCHOLARSHIPS are not available to those who are eligible for and receive the Ministerial Education Fund of the Western North Carolina Conference. If, for any reason, an individual desiring to study for the parish ministry is ineligible for such funds, United Methodist Women will consider applications on an individual basis.

- (k) UNITED METHODIST WOMEN are proud of the assistance given to students who prepare to enter full-time vocation within an agency of the United Methodist Church. Local units are urged to exert an active influence in recruiting for these vocations and encourage enrollment in our United Methodist Colleges/Universities. Present and past United Methodist Women scholarship recipients are available for programs on conference, district, and local levels.

(4) REQUIREMENTS

- (a) All applicants must apply in writing to the Chair of the Scholarship Committee. Completed applications must be submitted by March 1.
- (b) All applicants must be members of the United Methodist Church and must reside within the bounds of the Western North Carolina Conference. All recipients shall pursue, in the United Methodist College/University chosen, an academic course leading to a church-related vocation within an agency in which the United Methodist Church is involved, with the exception of the Herbin-Motley Scholarship Fund.
- (c) All applicants must have references from the following persons: the applicant's pastor, a member of the church to which the applicant belongs, a faculty member of the school last attended, a peer group person, and a business or professional person who knows the applicant through some experience outside the church. Forms will be provided.
- (d) All applicants must supply a transcript of the high school record or, in case of a transfer student or upperclassman, a transcript of the previously completed semester.
- (e) All applicants must complete a confidential report of family income and financial obligations. A form will be supplied for this information.
- (f) All applicants are to appear as requested before the Scholarship Committee, or be interviewed by a particular person selected by the Chair of the Scholarship Committee, prior to granting of a scholarship/grant. The Scholarship Committee will meet once each year for interviews, or as needed.
- (g) NO APPLICANT WILL BE CONSIDERED UNTIL ALL REQUIREMENTS ARE MET. A small non-returnable picture attached to the application will be helpful to the Scholarship Committee.

(5) GENERAL SCHOLARSHIP FUND ONLY

- (a) After school is completed, if the recipient is employed full time in an agency in which the United Methodist Church is involved, one year of service will cancel one year of the grant. Also, if the recipient is employed full time or part time during enrollment in school, the work can be credited toward the cancellation of the grant.
- (b) If the recipient is not employed within an agency in which the United Methodist Church is involved, the entire grant must be repaid. Payments at no interest shall begin within six months after leaving school, and must be completed within four years thereafter.

C. TRUSTEES OF PFEIFFER UNIVERSITY - The United Methodist Women of the Western North Carolina Conference has representation on the Board of Trustees of Pfeiffer University, including the Conference President and Treasurer. Terms will coincide with their respective terms of office.

D. READING PROGRAM COMMITTEE

- (1) Members shall be Secretary of Program Resources as Chairperson, Mission Coordinator for Spiritual Growth, Chairperson of Leader Development, and others as needed.
- (2) The Committee shall coordinate and implement a plan to distribute the Reading Program Books to members of the Executive Committee.

E. COMMITTEE on the CHARTER for RACIAL JUSTICE

- (1) Membership shall include:
  - (a) The President as Chairperson
  - (b) Mission Coordinator for Social Action
  - (c) Chairperson of the Committee on Nominations
  - (d) Four additional members shall be nominated by the Conference Committee on Nominations. They shall be: one district president, one member of the Executive Committee, and two members selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members shall serve no more than three years.
- (2) Membership shall include one third (1/3) women of color.

- (3)The Committee shall
  - (a) Develop and recommend to the Executive Committee plans for the implementation of the Charter and plans for training district and local leadership in the implementation of the Charter.
  - (b) Monitor conference approved plans to implement the Charter.
  - (c) Regularly evaluate progress made on conference, district and local implementation plans.
  - (d) Meet at least twice annually.

F. COMMITTEES AND OFFICERS FOR CONFERENCE SCHOOL OF CHRISTIAN MISSION

- (1) MEMBERS of the School Committee shall be as follows:
  - (a) Dean
  - (b) Assistant Dean
  - (c) Business Manager
  - (d) Housing Manager
  - (e) Conference Officers: President, Vice President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, and Communications Coordinator.
  - (f) Others as needed.
- (2) A STEERING COMMITTEE, authorized to make administrative decisions, shall be composed of the Dean, Assistant Dean, Business Manager, Housing Manager, the Conference President, and a Conference officer appointed by the Conference President. The Dean shall serve as Chairperson.
- (3) THE DEAN will serve as Chairperson of the Committee and will be a member of the Conference Executive Committee.
  - (a) A committee of three selected by the school committee and named annually by the Dean, will nominate the School of Christian Mission officers. The Conference Chairperson of the Committee on Nominations shall serve as an ex-officio member of the School Committee on Nominations. The School of Christian Mission officers shall consist of a Dean, Assistant Dean, Business Manager, and Housing Manager. Persons nominated shall have a profile sheet on file with the Conference Committee on Nominations.
  - (b) After the School Committee approves the nominees, they are to be approved by the Conference Executive Committee and confirmed at the Conference Annual Meeting.
  - (c) The Conference Secretary shall serve as the Secretary of the School of Christian Mission Committee, according to the guidelines of the Women's Division. Minutes of the meeting shall be distributed to the members within 30 days.
- (4) TERMS OF OFFICE
  - (a) The Dean and Assistant Dean shall serve no more than one term of two years. The Housing Manager and Business Manager may serve up to four consecutive years. Serving as an officer in the Conference School of Christian Mission does not affect tenure on any level of UMW.
  - (b) Membership of the Conference Officers on the School Committee will terminate at the end of their term. Incoming officers may be invited to meetings held after their election.
- (5) RESPONSIBILITIES OF THE SCHOOL COMMITTEE
 

The School Committee is responsible for the following:

  - (a) Dates and location of school
  - (b) The daily schedule, using guidelines set by the Women's Division
  - (c) Invitations to persons to conduct the school
  - (d) Appointment of committees
  - (e) Plans for attendance
  - (f) Working with site personnel for arrangements
  - (g) Being acquainted with materials related to the school sent out yearly by the Women's Division
  - (h) Other duties necessary for a successful school
- (6) ATTENDANCE
 

The following persons are expected and encouraged to attend:

  - (a) Conference Officers [See ARTICLE VIII, SECTION 3, Paragraph B (3)]
  - (b) District Officers [See ARTICLE VIII, SECTION 4, Paragraph B (3)]
  - (c) District Mission Coordinators for Education and Interpretation
  - (d) Local officers of United Methodist Women
  - (e) Ministers and work area chairs of mission in local churches
  - (f) Others determined by the School Committee

(7)REGISTRATION AND FEES

- (a) The School Committee shall make a recommendation to set the School fee to the Conference Committee on Finance and the Conference Executive Committee.
- (b) The Dean shall prepare the School Brochure, which will include a registration form.
- (c) The registration form shall be distributed by the District Presidents, the School Committee, and the Conference staff.
- (d) In order to attend a class, each person must return the registration fee to the Business Manager.
- (e) No registrations will be received before May.
- (f) Those not registered for the entire school shall pay a daily fee.
- (g) Registration fees are not refundable.
- (h) Other school costs are refundable only if the request is made no later than seven days before the school begins.
- (i) All members of the Conference Executive Committee shall send to the Conference Treasurer the completed registration form.
- (j) The Business Manager shall make class assignments in conjunction with the Assistant Dean.. To the extent possible, it is requested that members of the Conference Committee on Nominations attending be assigned to separate classes.
- (k) Registration forms shall be received by the Business Manager at least fourteen (14) days prior to the opening date.

(8)HOUSING

- (a) Rooms will be assigned as registrations are received.
- (b) Single rooms will be assigned based on availability and at additional charge as determined by the college.
- (c) Special consideration will be given to persons who are physically challenged.

(9)BUSINESS MANAGER

- (a) Receipts will be written by the Business Manager for all money received.
- (b) The Conference Treasurer shall include the name of the Business Manager in reports to the Women's Division in order for the Business Manager to be bonded.
- (c) The Business Manager will receive registration forms and fees.
- (d) The Business Manager will send registration forms to the Housing Manager for registration and room assignment.
- (e) The Business Manager shall prepare an annual financial report. Copies are to be given to the Conference Treasurer and to the Conference Secretary for inclusion in the Annual Report.

(10) FINANCIAL POLICIES

- (a) The Conference will pay for travel and tuition to the Regional School for the Dean, Assistant Dean, and elected members of the Conference Executive Committee.
- (b) Expenses for the Study Leaders who attend the Regional School are paid by the Conference. (These expenses shall be shared by the Conferences in which persons are teaching.) The Conference shall pay for the Leader of the Workshop for Leaders of Children to attend the Regional School where the training is provided.
- (c) Necessary committee meetings will be held at Conference expense.
- (d) The School of Christian Mission will pay the following expenses:
  - (1) Travel, room, and board, plus an honorarium of \$100.00 for study leaders and music leaders.
  - (2) One hundred fifty dollars (\$150.00) will be allotted for each study leader to pay for books and materials.
  - (3) The leader for the workshop for Leaders of Children shall receive fifty dollars (\$50.00) toward supplies and books.
  - (4) Focus group leaders will receive \$25.00 for materials, if needed.
  - (5) Travel, room, and board for other leaders and program participants as recommended by the School Committee.
  - (5) Travel, room, and board for officers not also members of the Conference Executive Committee.
  - (6) Accident insurance shall be provided for all registered in attendance.
- (e) Supplies will be provided by the school.
- (f) The sum reimbursed for travel will be 25 cents per mile for actual mileage or airfare coach. Any extra overnight lodging and extra meals need prior approval of the School Committee.

(g) Conference Executive Committee and Committee on Nominations members will have all expenses paid if they attend all sessions of the School of Christian Mission. Exceptions must be cleared with the Conference President.

(1) Expenses are to be paid by individuals and put on the proper voucher forms for reimbursement.

(2) District Officer Reimbursement--See ARTICLE VIII, FINANCIAL POLICIES, SECTION 4, B (3)

(11) HOSTESSES FOR THE SCHOOL

(a) The hostess District for the school rotates in alphabetical order.

(b) The hostess District shall provide one social event and beverages at all registrations.

© Refer to ARTICLE IX, SECTION 2, H.

G. COMMITTEE FOR THE DEDICATION OF ANNUAL REPORT

(1) An Annual Report Dedication Committee of five persons shall be appointed by the President for one year to recommend a nominee to be honored.

(2) The committee has responsibility and privilege to nominate worthy persons and shall receive written nominations from the membership. District Presidents shall inform the membership concerning the procedure. Each nomination shall include reasons for the recommendation and the signature(s) of the persons making the recommendation. Criteria for the nomination shall include:

(a) Nominee shall have served on local, district, and conference levels of UMW.

(b) Nominee must demonstrate leadership ability and work well with peers.

(c) Committee members may be considered.

(d) A person may receive this honor only once.

(3) Nominations shall be received by the Chairperson of the Committee prior to June 1st.

(4) The report of the Committee for the Dedication of the Annual Report shall be presented at the Annual Meeting.

(5) The person being honored shall be presented with a \$1,000. Special Mission Recognition.

H. COMMITTEE ON ANNUAL REPORT

(1) The Secretary shall be the Chairperson.

(2) The Annual Report shall serve as the historical record of the Conference organization and as a directory of leadership.

(3) It shall include a current directory of the following:

(a) Women's Division Officers

(b) CORE Planning Group Officers

(c) Conference Executive Committee: officers, elected and appointed, and other persons related to the Executive Committee

(d) District leadership

(e) Standing Committees

(f) Representatives from the Executive Committee to Conference Boards and other agencies

(g) Western North Carolina Conference Mission projects

(h) Western North Carolina Conference Missionaries and workers

(i) Past Conference Presidents, including predecessor groups

(j) Women's Division contact staff, Regional Staff members, and Service Center addresses and phone numbers

(k) Other United Methodist mission service phone numbers

(4) The following additional information shall be included:

(a) Minutes of Annual Meeting

(b) President's message

(c) Standing Rules

(d) Rules of Order

(e) Financial and Membership Reports of Conference and Districts by local units for the preceding calendar year

(f) Report of the Auditor

(g) Conference Calendar of events

(h) District Presidents narrative reports for the preceding calendar year

## ARTICLE VI OFFICER RESPONSIBILITY: CONFERENCE AND DISTRICT

### SECTION 1 CONFERENCE

- A. Each outgoing officer, Secretary, and Chairperson shall meet with her successor and orient her concerning the work. This shall be done at Conference expense. Any equipment and current materials purchased with conference funds shall be turned over to the incoming officer.
- B. Newly elected District Presidents shall be confirmed at the Annual Meeting.
- C. Officers shall attend the following:
  - (1) The Annual Meeting
  - (2) All Executive Committee meetings
  - (3) Committee meetings when called
  - (4) School of Christian Mission
  - (5) One Spiritual Enrichment Retreat
  - (6) Conference-District Leader Development Session--patterns of attendance to be determined annually
  - (7) South Atlantic Regional School of Mission, if eligible
  - (8) Such meetings as are required by the Women's Division, the Jurisdiction United Methodist Women, or as a representative to participating organizations to promote the work. Executive Committee members shall request prior permission from the Conference President to attend, at Conference expense, meetings outside the Conference which relate to their area of work.

### D. ATTENDANCE

- (1) If circumstances prevent attendance at any of the above meetings and events, all officers and members shall notify the President and request an excused absence. If the President of the District cannot attend, she should have her written report in the hands of the Conference President five (5) days before the meeting.
- (2) Three (3) unexcused absences from the above meetings and events will automatically come under review by the Conference Committee on Nominations. Such referral shall be made by the Conference President. If absences are deemed unexcused by the Committee on Nominations, this will be construed as a letter of resignation.
- (3) Reservations for members of the Executive Committee to these meetings are made through the Secretary, unless otherwise specified. Any necessary cancellation must be in the hands of the Secretary not later than 30 days before the meetings, emergencies excepted. Also, see Article VIII, SECTION 1, Paragraph G.

### E. RESERVATIONS FOR CONFERENCE EVENTS:

- (1) Reservations and information for Conference events at Lake Junaluska Assembly will be the responsibility of Conference President and Secretary with the assistance of the Assembly Housing staff.
- (2) Reservations for the School of Christian Mission will be the responsibility of the School Committee.
- (3) Reservations for Leader Development will be the responsibility of the Leader Development Sub-Committee.
- (4) Reservations for Spiritual Enrichment Retreats shall be the responsibility of the Spiritual Enrichment Retreat Sub-Committee Chair.
- (5) GUIDELINES FOR CARE OF CHILDREN AT SPECIFIC CONFERENCE EVENTS shall be as follows:
  - (a) All children MUST BE REGISTERED IN ADVANCE.
  - (b) Child care age limit: Six (6) months - twelve (12) years. Children under six (6) months will be the sole responsibility of the registering adult.
  - (c) All personal items for children must be brought to the event by the registering adult.
  - (d) All children will be housed with the registering adult.
  - (e) Child care workers will be provided by the Conference organization of United Methodist Women.
  - (f) Child care workers will be responsible during sessions.
  - (g) Children may be brought to the child care workers fifteen (15) minutes prior to each session and picked up within fifteen (15) minutes after close of the session.
  - (h) Children will not be allowed to visit during sessions and must remain in the care of the child care workers during the sessions.

## F. CORRESPONDENCE

- (1) In the interest of promoting the work, each Conference officer, elected and appointed, shall communicate with her corresponding District counterpart, a MINIMUM OF FOUR (4) times each year. In matters of emergency regarding her work, she shall determine the wisest means of communication.
- (2) Printed stationery will be provided.
- (3) All correspondence shall be signed and dated as to month and year.
- (4) Copies of correspondence to District counterparts shall be mailed or distributed to the Conference Executive Committee.
- (5) A file of reports and other materials shall be kept by each executive officer and chair to be passed on to her successor.

## G. THE ROSTER OF CONFERENCE, DISTRICT, AND LOCAL UNITS OF UNITED METHODIST WOMEN SHALL NOT BE GIVEN TO OTHER ORGANIZATIONS AND AGENCIES EXCEPT WITH THE APPROVAL OF THE EXECUTIVE OR ADMINISTRATIVE COMMITTEES.

## H. REPORTS

- (1) On or before September 1, the Mission Coordinator for Education and Interpretation shall give to the Conference Secretary a list of missionaries, deaconesses, church and community workers, and special term workers.
- (2) The elected and appointed officers will report at the fall Executive Committee meeting. The written reports for the current year shall be submitted to the Secretary in triplicate -one copy for the President, one for the Secretary, and one for the Communications Coordinator. The composite report of District Presidents for the current year shall also be in triplicate. ITEMS TO BE CARRIED IN THE MINUTES SHALL BE UNDERSCORED.
- (3) Brief excerpts from oral reports to other Executive Committee members shall be submitted to the Secretary, in triplicate.
- (4) All recommendations of committees, motions, and items to be included in the Minutes shall be submitted to the Secretary in triplicate.
- (5) When the Annual Report is printed, the number required by each District will be sent to the District Presidents.

## I. PERFORMANCE OF DUTIES

- (1) In the event a conference officer fails to perform her duties (such as not attending Executive Committee Meetings, Conference training, or failing to channel information), authorization is given to the Conference President and/or the Committee on Nominations to request help from the Administrative Committee. The Administrative Committee shall explore the matter and counsel with the officer to determine if she is capable of continuing in office.
- (2) In the event of death or resignation of a District or Conference officer, all materials belonging to the office shall be turned over to the Administrative Committee of the District or Conference organization.

## SECTION 2 DISTRICTS

### A. MEETINGS

- (1) District Presidents shall attend all meetings as listed in ARTICLE VI, SECTION 1, Paragraph C.
- (2) District Treasurers and District Mission Coordinators for Education and Interpretation shall attend all Conference Finance Committee meetings.
- (3) District officers shall attend all Conference events for which their expenses are paid.

### B. CORRESPONDENCE AND REPORTS

- (1) District officers, elected and appointed, shall be required to share information and materials received from Conference Counterparts with local counterparts as soon as possible.
- (2) Each District Secretary, when sending Minutes to members of the District Executive Committee, is requested to send a copy also to the Conference President, Conference Secretary, and other Conference Officers within the District.
- (3) All correspondence shall be signed and dated as to year and month.
- (4) A file of reports and other materials shall be kept by each officer to be passed on to her successor.
- (5) At the time of election, each District Secretary shall forward:
  - (a) A list of district officers to the Conference Secretary and to the Local Unit Presidents.
  - (b) One copy to each District Officer of her local officer counterparts.

- (6) Each District Treasurer shall provide a list of Special Mission Recognition recipients, Gift to Mission recipients, and Gifts in Memory for the preceding calendar year (January 1-December 31) to be included in the District Annual Report.
- (7) The District Communications Coordinator shall prepare and send a computer disk containing addresses organized into Zip Codes of the Local Unit Presidents, Vice Presidents, Secretaries, Treasurers and Circle Chairs, as well as District officers, in accordance with instructions, to the Conference Communications Coordinator on or before January 15th of each year. Additions or corrections need to be made by January 25<sup>th</sup>. The roster for new units or other changes may be turned in throughout the year.
- (8) By February 15 of each year, the Conference Secretary will be given the following information:
  - (a) From each District President, a complete financial and membership report prepared by the District Treasurer in consultation with the District President and District Mission Coordinator for Membership Nurture and Outreach.
  - (b) From each District President, an Annual Report in narrative form of District United Methodist Women activities and events of the preceding year (January 1-December 31) in triplicate, to be no longer than 500 words.
- (9) On or before February 15 each year, each District President shall send to the Conference President and Conference Mission Coordinator for Membership Nurture and Outreach the Membership Report which shall include:
  - (a) Total District Membership Number at the beginning of the preceding calendar year (January 1)
  - (b) Total District Membership Number at the conclusion of the preceding calendar year (December 31)
  - (c) Net gain for that calendar year.
- (10) On or before February 15 of each year, each District Mission Coordinator for Education and Interpretation shall send to the Conference Mission Coordinator for Education and Interpretation a list of Mission Studies held in local units during the preceding calendar year.
- (11) On or before February 15 of each year, each District Secretary of Program Resources shall send to the Conference Secretary of Program Resources the District Reading Program Report for the preceding calendar year.

**C. PERFORMANCE OF DUTIES**

- (1) In the event a District Officer fails to perform her duties (such as not attending District Executive Committee meetings or Officers Training, or fails to channel information to local officers), authorization is given the District Committee on Nominations to request help from the Conference President and corresponding Conference Officer. Either of these may explore the matter and counsel with the officer to determine whether she is capable of continuing.
- (2) Each outgoing District officer shall meet with her successor and orient her concerning the work. Any equipment and current materials purchased by District funds shall be turned over to the incoming officer.

**D. NON-MEMBER PARTICIPATION ON DISTRICT EXECUTIVE COMMITTEE**

All Deaconesses, church and community workers, and special term workers assigned to United Methodist Women projects shall be invited (at their own expense) to meetings of the District Executive Committee and will be given an opportunity to report.

**ARTICLE VII SUB-DISTRICTS AND DISTRICT MEMBERS-AT-LARGE**

**SECTION 1** Whenever practical or advantageous to the work, a District may be divided into Sub-Districts. A Sub-District Chairperson shall be appointed or elected, at the recommendation of the Committee on Nominations, at the Annual Meeting of the District in same manner as other District officers. She shall be a member of the District Executive Committee. The office of Sub-District Chairperson may serve up to four years but the position carries no tenure.

**SECTION 2** A District that does not have Sub-Districts may have up to two (2) Members-At-Large. A Member-At-Large may serve up to four (4) years but the position carries no tenure.

SECTION 3 The duties of the Sub-District Chairperson or District Member-At-Large shall be:

- A. To study and inform herself and keep abreast of the total program of the United Methodist Women, and to cooperate with the President in promoting the work of the United Methodist Women.
- B. To act as resource person for the local unit, and to assist in organizing new units within her Sub-District or District
- C. To encourage each local unit within her Sub-District or District to report on time and to meet its financial obligations.

## **ARTICLE VIII FINANCIAL POLICIES**

### **SECTION 1 GENERAL**

- A. The mission program of the Women's Division shall be the primary recipient of funds contributed by United Methodist Women.
- B. All Conference and District officers are encouraged to be as economical as possible with Conference and District funds while using enough to promote the program. This includes good stewardship in carpooling, use of telephone, postage, and all supplies.
- C. Materials to be printed, such as the Annual Report, Conference Gram, and stationery for members of the Executive Committee, shall be submitted for competitive bids.
- D. A percentage of the Conference Pledge shall be used for Administrative and Membership Development (A & MD) expenses for the Conference. An estimated budget of this fund shall be adopted annually by the Executive Committee, prior to the Annual Meeting, for presentation to the Conference organization at the Annual Meeting. Money allowed for items other than those budgeted shall be approved by the Executive Committee on recommendation of the Finance Committee. The percentage amount of the A & MD Funds shall be reviewed annually by the Finance Committee and presented to the Executive Committee for information.
- E. Expenses of elected delegates or representatives from the Conference United Methodist Women's Executive Committee to approved meetings of affiliated organizations and Conference boards and agencies (when not paid by the Western North Carolina Conference or affiliate organization) shall be paid by the Conference Treasurer.
- F. ADVANCE FUNDS: Advance Funds may be secured for travel and for expense of promoting the work. The estimate must be submitted on expense account form (voucher) and sent through regular channels in ample time.
- G. A member of the Conference Executive Committee who requests a room reservation (the cost of which is paid by United Methodist Women's funds) and who does not use said room without first notifying the Conference Secretary of her change in plans at least thirty (30) days in advance of the room reservation date shall be responsible for payment thereof from her personal funds to the Conference Treasurer. Exceptions shall be made in the case of sickness or death in her immediate family.
- H. SIGNATURE AUTHORIZATION: The President and Treasurer shall have bank authorization. Only the signature of the Treasurer will be honored by the bank except in case of emergency upon notice of the Secretary.
- I. All contracts, statements on Conference policy or action, legal papers, etc., shall carry the signature of the Conference President, Treasurer, and Secretary, and be recorded in the minutes of the Executive Committee so reference can be made.
- J. ACCUMULATED FUNDS: The amount shall be recommended yearly by the Committee on Finance to the Executive Committee and shall be maintained and invested by the Western North Carolina Conference United Methodist Foundation in reserve for Assembly and Jurisdiction Quadrennial Meetings.
- K. AUDIT: An annual audit of Conference and District Finance records shall be conducted by a Certified Public Accountant (CPA). District books are due to the auditors by February 10 of each year and Conference books are due after April 15 of each year.
- L. Conference Treasurer is given permission to transfer funds between line items in the budget.

### **SECTION 2 VOUCHER PROCEDURE**

- A. All expense accounts shall be itemized on vouchers provided by the Conference Treasurer. Receipts are required for all expenses to be reimbursed. Mileage is the only exception.

- B. Expense accounts must be in detail and each line item must reflect performance in line of duty or special program/meeting assignments.
- C. District officer expense vouchers for Conference events must be signed by Conference counterparts.
- D. All expense vouchers must be signed by the Conference President and Conference Secretary.
- E. Expense accounts for Conference events must be submitted within thirty (30) days after the event on the designated form for reimbursement.

### SECTION 3 EXPENSES FOR EXECUTIVE COMMITTEE

- A. The Conference shall pay the expenses of members of the Executive Committee to attend all regular or authorized meetings of the committee and the Conference United Methodist Women. One member of the Committee on Nominations, in addition to the Chair of the Committee on Nominations, shall attend the February and August Executive Committee meetings. Such expenses shall include round-trip mileage and, when necessary, lodging and meals and registration fees, when required.
  - (1) Mileage will be paid at twenty-five (25) cents per mile or, when necessary, Tourist air fare.
  - (2) Meal allowance shall not exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense.
  - (3) Lodging must be approved by the Conference President.
  - (4) Members of the Conference Executive Committee who expect their expenses to be paid by the Conference shall attend all sessions of required meetings unless excused by the Conference President.
- B. The Conference will pay all expenses to attend:
  - (1) LEADER DEVELOPMENT--those in pattern of attendance
  - (2) SPIRITUAL ENRICHMENT RETREATS--Conference Sub-Committee on Spiritual Enrichment Retreats
  - (3) SCHOOL OF CHRISTIAN MISSION--Conference Executive Committee, elected and appointed, and the Committee on Nominations. Officers must attend the entire school to be eligible to be reimbursed, unless excused by the Conference President.
  - (4) ANNUAL MEETING
    - (a) Conference Executive Committee, elected and appointed
    - (b) Conference Committee on Nominations
    - (c) Incoming Class of Committee on Nominations
    - (d) Nominees for Conference Officers who are not members of the Executive Committee are to be invited by the Chairperson of the Committee on Nominations to attend Annual Meeting at Conference Expense
    - (e) Persons nominated from the floor and elected to office are to be reimbursed for Annual Meeting expense.
    - (f) Incoming and Outgoing officers of the School of Christian Mission.
    - (g) Outgoing Women's Division Directors and members of the Southeastern Jurisdiction Core Planning Group (including committee on nominations members)
  - (5) OFFICER TRAINING: Conference elected and appointed officers
  - (6) JURISDICTION QUADRENNIAL MEETING:
    - (a) Delegates: President, Vice President, Secretary, Treasurer, and two Mission Coordinators, who shall be Mission Coordinators for Spiritual Growth and Membership Nurture and Outreach, alternating with Mission Coordinators for Education and Interpretation and Christian Social Action.
    - (b) Other Conference elected officers (including Committee on Nominations members and District Presidents) and conference appointed officers are to be included equally in the division of the remainder of Conference allocated funds - \$7,000.
  - (7) NATIONAL ASSEMBLY
    - (a) All Conference elected officers
    - (b) All Conference Committee on Nominations members, District Presidents and Conference appointed officers are to be included equally in division of the remainder of Conference allocated funds - \$8,400.
- C. Conference elected and appointed officers shall be permitted an allowance of up to \$50.00 per year for the purchase of study books and materials related to their respective offices. The current materials become property of the Conference and shall be passed on to the succeeding officer.

## SECTION 4 EXPENSES OF DISTRICT

- A. Expenses paid by the Conference for designated District Officers in performance of required duties at Conference events shall include:
- (1) Mileage to be paid at twenty-five (25) cents per mile or, when necessary, Tourist air fare
  - (2) Meal allowance not to exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense.
  - (3) Lodging to be approved in advance by the Conference President
  - (4) District Officers attending Conference events who expect to receive expense money shall attend all sessions of required meetings unless excused by the Conference President.
- B. The Conference will pay the above expenses for attendance at:
- (1) Leader Development--those in pattern of attendance
  - (2) Spiritual Enrichment Retreats--District Mission Coordinators for Spiritual Growth
  - (3) School of Christian Mission:
    - (a) District President included in Conference Executive Committee
    - (b) District Vice Presidents
    - (c) District Mission Coordinators: Mission Coordinators for Spiritual Growth, Education and Interpretation, Social Action and Membership Nurture and Outreach.
    - (d) District Treasurers
    - (e) District Secretaries of Program Resources
    - (f) Officers must attend the entire school to be eligible to be reimbursed, unless excused by the Conference President.
  - (4) Annual Meeting
    - (a) District Presidents included in Conference Executive Committee
    - (b) District Vice Presidents
    - (c) District Treasurers
    - (d) District Mission Coordinators for Education and Interpretation
    - (e) District Secretaries of Program Resources
    - (f) District Secretary if she attends as an alternate for another district officer and fulfills the responsibilities of said officer
    - (g) Each District will be allocated up to \$200 not to exceed the actual amount, for additional District Officers to attend. They may be selected by the District Executive Committee and shall be currently serving as District Officers. If a District fails to send three or more additional officers, the \$200 will be prorated according to the number of officers attending.
  - (5) Officer Training--all incoming and continuing District Officers
  - (6) Jurisdiction Quadrennial Meeting: A total of \$7,000 will be allocated to be divided equally among District Officers (elected and appointed, including Committee on Nominations, Members-At-Large or Sub-District Chairs) to attend.
  - (7) National Assembly: A total of \$8,400 will be allocated to be divided equally among District Officers (elected and appointed, including Committee on Nominations members, Members-At-Large, or Sub-District Chairs) to attend.

## SECTION 5 MISCELLANEOUS CONFERENCE EXPENSES

- A. The Conference shall pay the following expenses:
- (1) Mileage to be paid at twenty-five (25) cents per mile or, when necessary, Tourist air fare
  - (2) Meal allowance not to exceed fifteen dollars (\$15) per day, including tips. Any excess of this amount will be at the individual's personal expense unless assumed by the Conference.
  - (3) Lodging to be approved in advance by the Conference President
- B. Attendance at these events:
- (1) Jurisdiction Quadrennial Meeting for Women's Division Nominees shall be paid unless otherwise provided.
  - (2) Expenses for nominees to CORE Planning Group shall be paid unless otherwise provided.
- C. DISTRICT EVENTS:
- (1) A District may invite a Conference Officer or Chair as a speaker or resource person to one District event each year at Conference expense.
  - (2) When the Conference President itinerates District meetings, her travel will be at Conference expense.

- (3) Conference officers assigned to a District as a liaison will attend at Conference expense.
- (4) The expense of members of the Committee on Nominations making the required District events will be paid by the Conference.
- D. Expenses of other persons related to the Executive Committee, if not otherwise provided.
- E. The Conference shall reimburse up to fifteen dollars (\$15) per day for the special care of a family member living in the home (if other arrangements cannot be made) for officers attending Conference United Methodist Women's meetings.
- F. The Conference shall pay the expenses of retired commissioned missionaries, deaconesses, and church and community workers who are invited to attend the Annual Meeting as program participants.
- G. A \$40 Special Mission Recognition shall be presented at the time of her commissioning to any Western North Carolina Conference United Methodist Woman who becomes a Deaconess, Missionary, church and community worker, or short-term worker.
- H. SPECIAL MISSION RECOGNITION: There shall be recognition for persons completing their terms of office as follows:
  - (1) President, special consideration at completion of her term
  - (2) Elected and appointed officers, including the Dean of the School of Christian Mission:
    - (a) 4 Years Service--\$200 Special Mission Recognition
    - (b) 2 Years Service--\$100 Special Mission Recognition
    - (c) 1 Year Service--\$60 Special Mission Recognition
  - (3) A person serving two years and continuing for another two years will be honored at the end of four years.
  - (4) Committee on Nominations: Chairperson--\$40 Special Mission Recognition upon completion of her term as Chairperson; Others-- \$40 Special Mission Recognition at the end of four year term; \$10 Gift to Mission for those serving less than four years. If a member serves as Chairperson of the Committee on Nominations before the last year of tenure, she will not be honored again.
  - (5) School of Christian Mission Officers
    - Assistant Dean -
      - 2 years service - \$40 Special Mission Recognition
    - Business Manager & Housing Manager
      - (a) 4 years Service - \$60 Special Mission Recognition
      - (b) 2 years Service - \$40 Special Mission Recognition
  - (6) Any others or those with less time of service than mentioned above to be honored with a \$10 Gift to Missions.
  - (7) A person completing tenure beyond the conference as a Women's Division Director, or as a member of the Southeastern Jurisdiction Core Planning Group (including committee on nominations members), will be honored with a \$200 Special Mission Recognition.
- I. The person to whom the Annual Report Book is dedicated shall be honored with a \$1,000 Special Mission Recognition.
- J. Other persons may be honored with a Special Mission Recognition or a Gift to Mission. The administrative committee or the executive committee shall have the authority to determine the recipients and the amounts of such honors.
- K. GIFTS IN MEMORY: In the event of the death of a member of the current Conference United Methodist Women Executive Committee, or a Past President of the Western North Carolina Conference, or the former North Carolina-Virginia Conference, or Past Secretary of the Conference Wesleyan Service Guild, the President of the District in which she resided will notify the Conference President, Treasurer, and Secretary. The Treasurer will send a memorial of one hundred dollars (\$100) to the Women's Division and notify the decedent's family of the memorial gift. The Secretary will inform members of the Executive Committee of the death.
- L. A GIFT IN MEMORY in the amount of fifteen dollars (\$15) shall be given in the event of the death in the immediate family (spouse, child or parent) of members of the Conference Executive Committee.
- M. Honoraria shall be paid to featured speakers and to music resource persons for participation in each event on the Conference organization as recommended by the President, Treasurer, and Chairperson of each event.
- N. Expenses for representatives to the National Seminar, held every four years, shall be paid as specified by the Women's Division.

## SECTION 6 DISTRICT ADMINISTRATION AND MEMBERSHIP DEVELOPMENT FUND

- A. District Budget requests for Administration and Membership Development Funds (A & MD) shall be presented to the Conference Finance Committee at its August meeting. The Finance Committee will determine the amount to be appropriated to each District.
- B. The District Administration and Membership Development funds shall be used for promotion of the work within the District.
- C. The District Treasurer shall submit quarterly reports of the use of Administration and Membership Development funds (A & MD), quarterly Total Cash Receipts and Disbursement Reports to the Conference Treasurer, and to the District Executive Committee.
- D. Funds appropriated for District budgets shall be remitted quarterly to the District Treasurers by the Conference Treasurer, based on the total approved annual budget for that District. However, if needed, Districts may request a larger percentage of their total in a specific quarter.
- E. Funds remaining in the District treasuries at the end of the year will be deducted from the first quarterly remittance of Administration and Membership Development funds to the District for the next year.
- F. Districts shall award annually one scholarship of \$125.00 each to the School of Christian Mission and to the Conference Annual Meeting to a United Methodist Woman who has not previously attended the event for which she is selected.
- G. Districts shall maintain only one bank account. Bank statements shall be reconciled and balanced monthly.
- H. A District shall pay the expenses of a Conference officer residing within the District to attend her own District events.
- I. Conference officers invited to attend District meetings outside their own Districts shall be paid by the host District with exception of the one Conference officer allowed. (See ARTICLE VIII, SECTION 5, Paragraph C, Sub-paragraph (1).
- J. Districts should order items for sale from the Service Center on consignment only. No inventory of sale items should be kept on hand.
- K. District meeting Love Offerings are not to be used or retained in the District Treasury for operating expenses.
- L. Districts are encouraged to use District Love Offerings as undesignated Mission Giving Gifts to Mission in honor or memory of person(s) and sent to the Conference Treasurer.
- M. There shall be Special Mission Recognition for persons completing their terms of office as follows:
  - (1)President:
    - 4 Years of Service--\$100 Special Mission Recognition
    - 2 Years of Service--\$60 Special Mission Recognition
  - (2)Other elected and appointed officers:
    - 4 Years of Service--\$60 Special Mission Recognition
    - 2 Years of Service--\$40 Special Mission Recognition
  - (3)Committee on Nominations:
    - Chairperson--\$40 Special Mission Recognition upon completion of her term as Chairperson
    - Others--\$40 Special Mission Recognition at end of four year term. If a member has served as Chairperson of the Committee on Nominations before the end of her tenure, she will not be honored again.
  - (4) Any others or those with less time of service than mentioned above to be honored with a \$10 Gift to Missions.
  - (5) Expenses will come from the District Administration and Membership Development funds.

## SECTION 7 LOCAL UNIT EXPENSES

- A. When a Conference officer is invited to speak at a local unit, travel shall be at local expense. Mileage is twenty-five (25) cents per mile. No honorarium is required. A Gift to Missions may be given in appreciation.
- B. Local units are encouraged to assist with expenses of unit representatives to District, Conference, Jurisdiction, and National events.
- C. Individual subscriptions to the *Conference Gram* are available at two dollars (\$2) per year.

## ARTICLE IX ANNUAL MEETING

### SECTION 1 DUTIES AND RESPONSIBILITIES OF COMMITTEE ON PROGRAM

- A. A Sub-Committee on Annual Meeting Program may be appointed by the President in consultation with the chairperson and called at the discretion of the Chairperson.
- B. The Committee shall be responsible for the printed programs, name tags, tips to auditorium crew, expenses of speakers, program participants, special guests, and for planning socials, tours, etc.
- C. Distribution of unofficial material: leaflets, brochures, questionnaires, or other material shall not be distributed or sold at the site of the Annual Meeting, including the registration area, except by prior approval of the Program Committee or by order of the Conference Executive Committee.
- D. There shall be no collection of money except for the Love Offering, unless approved in advance by the Executive Committee. If a registration fee is required, the decision and amount shall be decided by the Executive Committee and the fact published well in advance of the Annual Meeting.
- E. The program resources room shall be closed during all regular sessions of the Annual Meeting. Registration time shall be at the discretion of the Program Committee.
- F. The hostess District for Annual Meeting rotates in alphabetical order. The President of the hostess District shall be a member of the Committee on Program.
- G. Officers and Chairs who expect to have materials included in the Annual Meeting packets should observe the following deadlines:
  - (1) If ordered through the Secretary of Program Resources, orders should be in her hands no later than July 1.
  - (2) If sent direct, materials should be received by the hostess District no later than August 1.
- H. Designate hostesses for program guests.
- I. The Chairperson of the Sub-Committee on Annual Meeting Program shall be responsible for requesting hotel reservations for guests through the Conference Secretary.
- J. The Resident Bishop and spouse shall be invited as Guests of the United Methodist Women. This shall include hotel accommodations.
- K. The District Superintendent and spouse of the hostess District will be afforded hotel accommodations when necessary.
- L. Housing reservations will be arranged for Past Presidents of the former Western North Carolina Conference Woman's and Women's Societies of Christian Service, Past Presidents of the former North Carolina-Virginia Conference Women's Society of Christian Service, former Secretaries of the Wesleyan Service Guild, and Conference Past Presidents of the United Methodist Women now living within the bounds of the Western North Carolina Conference (The Conference organization assumes no financial responsibility for this group).

### SECTION 2 RESPONSIBILITIES OF HOSTESS DISTRICT

- A. The hostess District shall keep a complete record of activities, duties and all other pertinent information of the Annual Meeting for which it was responsible. A copy of this report shall be sent to: the Conference President, the Chairperson of the Committee on Annual Meeting, one to be available for the new hostess District and one copy to be kept in the permanent file by the Conference Secretary.
- B. PAGES:
  - (1) There shall be twelve (12) or more pages.
  - (2) Room reservations shall be forwarded by the hostess District to the Conference Vice President.
  - (3) Pages shall be easily identified.
- C. REGISTRATION AT LAKE JUNALUSKA:
  - (1) Tables and arrangement: The Conference Vice President notifies Junaluska Assembly Office when and what type of assistance will be needed
  - (2) Registrars---1 or more for each District
  - (3) Distribution of name tags (Conference expense)
  - (4) Other tools needed:
    - A. Distribution of Name Tags and Annual Meeting Programs (Conference expense)
    - B. Red and black pens (markers) for writing names on name tags

**D. INFORMATION DESK AND SIGN:**

(1) One person at desk before and after each session

(2) Be sure "appropriate information" is available, such as directions to buildings, sessions, etc.

**E. PLATFORM MECHANICS (chairs, etc.):** Work with Conference Chair on Annual Meeting or special projects and properties when requested.

**F. HOSTESS PRESIDENT:**

(1) Invites the District Superintendent and spouse to Annual Meeting

(2) Gives Welcome at Annual Meeting

(3) Presents pages

(4) Makes necessary announcements

(5) Introduces District Superintendent and spouse

**G. RESERVED PARKING SPACES--**for specified persons

**H. EXPENSES--**The hostess district receives \$500.00 from the Conference A & MD Budget to help with expenses at Annual Meeting and the School of Christian Mission. Additional funds may be secured from local units. Expenses incurred by District Officers to fulfill Hostess responsibilities, including arriving a day early and meals, will not be reimbursed. To be reimbursed by Conference, Hostess District Officers, whose expenses are paid as outlined in ARTICLE VIII, SECTION 4, are still expected to attend all sessions of the event unless excused by the Conference President.

## ARTICLE X RULES OF ORDER

### SECTION 1 RULES OF ORDER FOR ANNUAL MEETING OF THE WESTERN NORTH CAROLINA CONFERENCE UNITED METHODIST WOMEN

#### A. GENERAL INFORMATION

- (1) Meetings shall open and close at the times stipulated in the official program.
- (2) Members and guests shall wear nametags at all times to all functions to indicate delegate status.
- (3) During voting sessions (business sessions) delegates shall be seated within a designated voting bar.
- (4) Members and visitors not designated as delegates shall be seated elsewhere.

#### B. NEW BUSINESS

- (1) All new business that has not been considered by the Executive Committee of the Conference shall be presented in writing to the Secretary twenty-four (24) hours prior to being considered by the voting delegates.
- (2) Proposed Resolutions must be submitted in writing to the Conference President sixty (60) days prior to the beginning of the Conference Annual Meeting.

#### C. MOTIONS

- (1) All motions except on matters of procedure shall be written and signed by the maker and furnished to the Chair before action is taken.
- (2) The Secretary, unless directed otherwise, shall not record motions ruled out of order, points of order on which no appeal is taken, or trivial matters of privilege.

#### D. DEBATE

- (1) In seeking recognition from the Chair, a member must stand to address the Chair and, upon being recognized, state his or her name before making comment or motion.
- (2) The maker of a motion in preference to any other delegate shall be entitled to the floor immediately after the motion is stated.
- (3) Debate shall be limited to fifteen (15) minutes per topic.
- (4) No delegate shall speak to a motion a second time until all others have been given the opportunity to speak.
- (5) No delegate shall speak more than twice on the same question on the same day, nor more than two (2) minutes at one time without consent of the body.
- (6) General consent shall be required if additional time is to be given.

#### E. VOTING MEMBERSHIP

The voting body of the Conference organization shall be composed of the following persons:

- (1) One representative of each local unit of fifty (50) members or less, with one additional representative for each fifty (50) members in the unit
- (2) All District officers and chairpersons of District Committees
- (3) Past Presidents of the former Western North Carolina Conference Woman's and Women's Societies of Christian Service, Past Presidents of the former North Carolina-Virginia Conference Women's Society of Christian Service, former Secretaries of the Wesleyan Service Guild, and Conference Past Presidents of the United Methodist Women now living within the bounds of the Western North Carolina Conference (the Conference organization assumes no financial responsibility for this group)
- (4) District Presidents, as members of the Conference Executive Committee
- (5) Conference officers and chairpersons of committees
- (6) Any member of the Women's Division or of the Jurisdiction organization residing within the bounds of the Conference
- (7) The resident Bishop
- (8) The President of the Jurisdiction Deaconess Association if residing within the bounds of the Conference
- (9) All elected members-at-large

#### F. DELEGATES FOR QUORUM: A quorum shall be a simple majority of the delegates registered for the meeting.

#### G. PARLIAMENTARY AUTHORITY

- (1) *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority.
- (2) A two-thirds (2/3) vote of the delegates is required to suspend or amend these rules.

**SECTION 2 RULES OF ORDER FOR CONFERENCE EXECUTIVE COMMITTEE MEETINGS OF THE WESTERN NORTH CAROLINA CONFERENCE UNITED METHODIST WOMEN**

- A. Meetings shall begin at the time stipulated in the call to meeting.
- B. Any member, on being recognized, shall state his or her name before making any comment.
- C. The mover of the motion shall present the motion in writing. It shall be signed by the seconder and filed with the Secretary.
- D. The mover of the motion, in preference to other members, shall be entitled to the floor immediately after the motion has been stated and properly seconded.
- E. No member shall speak to a motion a second time until each other member who wishes to have the floor has had an opportunity to speak.
- F. No member shall speak more than twice on the same question and no more than two (2) minutes at one time without the consent of other voting members.
- G. The Secretary, unless specifically directed otherwise, shall not record motions ruled out of order, points of order on which no appeal is taken, or trivial questions of privilege.
- H. Minutes of the Executive Committee meetings shall be approved by the President and distributed by mail to each member of the committee within thirty (30) days after the meetings are held. Corrections and formal approval shall be made at the next Executive Committee meeting.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised* shall be the parliamentary authority.

**ARTICLE XII AMENDMENT OF STANDING RULES**

The Standing Rules may be amended at the Conference Annual Meeting upon recommendation at August meeting of the Conference Executive Committee. Proposed amendments to the Standing Rules must be submitted to the Conference Parliamentarian sixty (60) days prior to the August Conference Executive Committee meeting.