

Standing Rules of United Women in Faith dba United Methodist Women

Mile High Metro District for 2023 and following years

PREFACE: United Women in Faith dba United Methodist Women of the Mile High Metro District, Mountain Sky Conference, shall function in accordance with the Constitution and Bylaws for District Organization of the National Office of United Methodist Women. These Standing Rules are supplementary thereto.

ARTICLE A: NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

A.1. The slate of nominees submitted by the Committee on Nominations shall reflect the diversity of women throughout the church in age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, physically challenging conditions, disabilities, and employment and non-employment. Nominees shall affirm their commitment to uphold the program and PURPOSE of United Methodist Women.

A.2. The slate of nominees shall be published in the district newsletter and/or other regularly published communiqué and be available to the District Leadership Team and local units at least 30 days prior to the District Annual Meeting. The list of nominees shall be printed in the Annual Meeting Program. Other nominations may be made from the floor at said meeting, provided consent has been obtained from the nominee and the nominee meets required qualifications.

A.3. Elections shall take place in the Annual District Meeting each year, electing leaders for a two year term; in odd years elect President, Secretary, Mission Coordinator for Education and Interpretation, Secretary of Program Resources, and the Chairperson of the Committee on Nominations and in even years elect Vice President, Treasurer, Mission Coordinator for Spiritual Growth, Mission Coordinator for Membership Nurture and Outreach, Mission Coordinator for Social Action, and Communications Coordinator. No elected leader will hold the same position for more than four years, except the treasurer, who can hold that position for six (6) years. Tenure rules are as stated in the Constitution and Bylaws.

A.4. The voting body of the Annual Meeting includes all representatives from the local units; District Leaders and Coordinators; appointed representatives; all district-at-large members; and Mountain Sky Conference UMW Leaders, Program Advisory Group members, United Methodist Women's National Organization Directors, and Western Jurisdiction members residing in the district present and voting.

A.5. Elections shall be by voice vote unless more than one candidate has been nominated for an office in which case voting shall be by ballot.

A.6. Elected leaders shall be installed at the same Annual Meeting as when elected.

A.7. Incoming leaders are expected to attend the leadership training at the Mountain Sky Conference of United Women in Faith Annual Meeting with most of their expenses paid by the Mountain Sky Conference United Women in Faith. Outgoing leaders' expenses will not be paid by the Conference for that position.

A.8. Newly elected leaders assume leadership on the day of the Annual District Meeting.

A.9. Outgoing leaders shall transfer files to incoming elected leaders. Outgoing leaders will mentor incoming leaders through the District Leadership Training Event. If requested, out-going leaders will assist incoming leaders with Leadership Training at the Leadership Training Event. Since the outgoing Treasurer must do the year-end records and balance the books, she shall transfer all materials as soon thereafter as possible.

A.10. The District Executive Committee may appoint women to other leadership positions such as parliamentarian, Legacy 150 chairperson, or standing rules chairperson as deemed necessary by the Team.

ARTICLE B: LEADERSHIP TEAM

B.1. The District Leadership Team shall be composed of the elected leaders; president, vice president, secretary, treasurer, secretary of program resources, coordinators for spiritual growth, membership nurture and outreach, education and interpretation, social action, communications coordinator and all members of the Committee on Nominations, the District Superintendent, and director of the National Office United Methodist Women, any member of the program Advisory Group, Jurisdiction and/or Conference officers residing within the District.

B.2. When neither the president nor vice president can go to a District or Conference Leadership Team meeting, the District President may appoint another person to represent her.

B.3. In the absence of both the president and vice president at a District meeting, the secretary shall preside.

B.4. Any elected or appointed leader failing to fulfill her obligations or missing two (2) meetings per calendar year without written communiqué to the President may be replaced by an Affirmative vote of 3/5 of the Executive Committee. At least ten (10) days' notice of the proposed removal shall be given to the involved leader who shall be given an opportunity to be present to be heard in closed session with the Executive Committee's meeting at which removal is considered. The involved member shall be notified in writing via a certified letter with return receipt from the President that she has failed to meet her responsibilities and that she may therefore be replaced. A certified letter with return receipt will also be sent from the President to the Chair of the Committee on Nominations notifying the committee to seek a replacement when a member is to be replaced. An unexcused absence from two (2) consecutive meetings or events shall be considered as a resignation from one's office.

ARTICLE C: COMMITTEES

C.1. Executive Committee: The Executive Committee shall be composed of the elected officers; president, vice president, secretary, and treasurer plus one additional member of the Leadership Team.

C.2. Committee on Standing Rules: The District President shall appoint a Committee on Standing Rules composed of a chairperson and four (4) other members. The Committee shall meet annually to review the Standing Rules and recommend changes. These recommendations must be presented to the Leadership Team at a mid-year meeting, published thereafter in the District Newsletter, and approved by the membership at the Annual Meeting.

C.3. Committee on Nominations: The Committee on Nominations shall be composed of five members. Members shall serve four years on a rotating basis. Members shall be nominated by the Committee on Nominations for election at the District Annual Meeting. They are members of the Leadership Team and shall attend Leadership Team meetings. The Committee shall keep a talent bank of recommended leaders and accurate and updated records of term and tenure of elected leaders.

C.4. Committee on Program: The Committee on Program shall be composed of the following: vice president (chairperson), president, treasurer, secretary, the mission coordinators, secretary of program resources, communications coordinator and others as determined by the Leadership Team.

C.5. Committee on Finance: The Committee on Finance shall be composed of the following: treasurer (chairperson), president, vice-president, secretary, the mission coordinators, secretary of program resources, communications coordinator, others as determined by the Leadership Team. The Committee shall meet prior to the District Annual Meeting to prepare the annual budget, and the treasurer shall present it at the District Annual Meeting for approval. The budget will be published in the newsletter 30 days before the Annual meeting.

C.6. Committee on Membership Nurture and Outreach: The Committee on Membership Nurture and Outreach shall be composed of the following: mission coordinator for membership nurture and outreach (chairperson), president, secretary, chairperson of the Committee on Nominations, mission coordinator for education and interpretation, communications coordinator, other as the Leadership Team may determine. The Committee shall meet at least semi-annually and on call of the chairperson. See Article G for main tasks.

C. 7 Committee on Education and Interpretation: This coordinator and her team shall encourage the use of a Mission Today Format for each local unit in the district. She will share ideas for Spiritual Growth, Education and Interpretation, Social Action, Membership Nurture and Outreach, and Leadership Development. (See copy of this format, attached.)

C. 8 Committee on Spiritual Growth: The coordinator will be provided a copy of the current Prayer Guide and lead devotions at each Leadership Team meeting and each General Meeting or assign that task to another woman. The coordinator will plan the Spiritual Day Together along with the Leadership Team. She will also track the names of women who have died, to be honored in a Memorial Service each year. She will give the names of women who have died to the Conference United Women in Faith.

C. 9 Committee on Social Action: The coordinator will research local organized social action groups and decide, along with suggestions from her team and the Leadership Team, what donations to request for members to bring to General Meetings for distribution to designated local groups.

C. 10 Each Coordinator of these committees shall write a brief article for the newsletter to inform general members about their aspect of the total program of the United Methodist Women.

ARTICLE D: MEETINGS AND EVENTS

D.1. Annual Meeting: The Annual Meeting shall be held in the fall at alternating locations in the district at a time and place designated by the Leadership Team. The District Superintendent of the UMC

and the Mountain Sky United Women in Faith Leadership Team shall be informed of the date, time, and location. This may include a virtual option.

D.2. New Year Kickoff: A gathering shall be held in January or February at alternating locations in the district at a time and place designated by the Leadership Team. At this meeting Leadership Training shall be provided by the district officers and coordinators for new leaders in the units. Virtual option will be provided.

D.3. Spiritual Day: A Spiritual Day shall be held in the spring or summer.

D.4. Planning Meetings: The Leadership Team shall meet three to four times per year to plan for the Annual Meeting, The New Year Kickoff, Spiritual Day, team building and spiritual growth for leadership, and to promote membership. It is suggested that the location of planning meetings be held at varying locations.

D.5. Hosting Meetings:

a. The district vice-president shall be program coordinator for the event. She will coordinate with the local hosting unit to arrange for facilities, childcare, custodian, musicians, sound and audio-visual equipment and technician, set-up, meals, and space for resources and displays. She will decide the program facilitators / speakers as determined by the Leadership Team and will develop an appropriate evaluation form.

b. The local unit will make arrangements along with the leadership team, to provide facilities, childcare, custodian, musicians, sound and audiovisual equipment and technician, set-up, meals, and space for resources and displays and will be reimbursed by the district as necessary.

c. The District will pay for the following:

- i. Speaker honorarium plus mileage expense. If over \$150, must have approval from leadership team.
- ii. If lunch is served, registered attendees will pay for their lunches. The District Treasurer will pay for the speakers' lunches.
- iii. Hosting church's cost for childcare, custodian, microphone and AV technician, & musicians if not donated by the church.
- iv. Gifts to Mission or material gift given to program facilitators other than the key facilitator.
- v. Registration fee for district leadership team members, but the district leaders are asked to pay for their own lunches.
- vi. Printing of the program, evaluation, and other necessary materials.

ARTICLE E: FINANCES

E.1. The District shall pay registration fees and travel expenses of the District Leadership Team for all events where Committee members are expected to attend. Meal allowance and mileage reimbursement shall be paid at the same rate as the Conference pays.

E.2. Mountain Sky Conference United Methodist Women have elected to pay Conference Event expenses for District officers according to the Conference Standing Rule D. 9 which follows:

Expenses (housing, meals, dependent care and travel) shall be paid from Conference funds, for Conference Leadership Team and elected District officers attending the following Conference events providing that the officer attend all sessions (exception/excused absences will be considered on a case by case basis and should be arranged in advance with the President) to:

Conference Annual Meeting/Leadership Training

Spiritual Life Retreat

Mission u or Mission u Event

- a. When housing and meals have been arranged for a special rate, only that amount shall be paid. Housing will be reimbursed at 1/3 the arranged rate, assuming three women in a motel room. Child Care is not available at the Spiritual Retreat or the Conference Mission u.
- b. Officer registration fees for each of the above Conference meetings shall be paid by those in the specified attendance pattern. The amount shall be determined annually by the Conference Mission Team. Officers may be asked to pay a partial registration fee for all Mountain Sky Conference United Women in Faith events.

E.3. Expenses of District Leadership Team members such as postage, telephone calls, copying, and related supplies authorized by the Leadership Team will be paid by the District.

E.4. Childcare shall be provided by the District for District events at District expense if members indicate the need. Requirements for child care safety shall be followed.

E.5. The District shall pay for home childcare and/or dependent care when it is authorized by the Leadership Team to permit participation by Committee members in required activities or special events.

E.6. Mile High Metro District Officers ordering the Response, The Sampler or any supplies for their office should provide an expense voucher for their office to the Mile High Metro Treasurer.

E.7. The District Treasurer, the District president, and the District Secretary shall be bonded through the Conference office and authorized to sign checks. The president shall have access to the accounts in the absence of the treasurer.

E.8. Every expense shall be presented via a voucher signed by the District President, the District treasurer, and the District Secretary.

E.9. An annual audit shall be made of District records. A copy of this audit shall be sent to the Conference treasurer, the District president, District secretary and a copy kept for the treasurer's file. Audit cost shall be determined and approved by the District Leadership Team prior to engaging the auditor. All records shall be turned over to the elected treasurer as soon as the audit is completed. Operating funds shall be advanced to the new treasurer in the interim.

E.10. The District shall follow the policy of the local church with regard to payment of musicians, custodians, audio-visual technicians and childcare attendants for District events.

E.11. A Mission Recognition card, or other symbol of their service will be given to honor each retiring District officer at the District Annual Meeting. The current president, along with suggestions from the District Leadership Team will be responsible for this.

E.12. A Gift in Memory of (suggested) \$50.00 shall be made in the event of a death of a current Leadership Team member. Other Gifts in Memory may be made at the discretion of the District Leadership Team.

E. 13. The District Treasurer shall pay expenses of speakers at District Events and may pay an honorarium, not to exceed \$150.00 (larger honorarium must be approved by the Executive Team) and charge the expense to that event. Gifts to Mission, honoraria, material gifts, may be given to program participants in District events and charged to that event. The decision will be at the discretion of the District Leadership Team. When the Conference UWFaith sends conference officers to a Mile High Metro District Event, the Conference shall pay travel expenses for the Conference Officers from outside the District who have been assigned to the meeting. The District Treasurer shall reimburse lodging, meals, and meeting expenses through the voucher system.

E.14. The offering taken at District events shall be either Mission Giving through Pledge to Mission or designated for a program or project supported by the National Office of United Women in Faith.

E.15. Remittance of funds shall be scheduled as follows: local UWFaith treasurer to District Treasurer—monthly by the 10th or quarterly by March 10, June 10, September 10, and December 10. District treasurer to Conference treasurer—monthly by the 16th.

E.16. Funds shall be dispersed according to the Constitution, Bylaws and Financial Handbook for United Women in Faith.

E.17. In the event of serious illness or death of the treasurer, all books and property of the office shall be released and given immediately to the district president. The executive committee shall appoint a temporary treasurer.

ARTICLE F: COMMUNICATIONS

F.1. MINUTES: The District secretary shall send a copy of the minutes of the District Annual Meeting to each member of the District Leadership Team following review and approval by a minimum of two members in attendance. These minutes will be placed in the newsletter issue immediately prior to the next Annual Meeting.

F.2. Minutes of planning meetings shall be sent to District Leadership Team members within two weeks of the meeting.

F.3. NEWSLETTER: The District newsletter will be sent by email to all Mile High Metro District Officers and the leaders of each local unit to be shared with other members of the unit. It shall also be sent to the District President and the Communications Coordinator of the other districts in the Mountain Sky Conference, each member of the Mountain Sky Conference Leadership Team, any staff member of the National Office of United Methodist Women residing in the District, and the District Superintendent.

The newsletter will be sent by email whenever possible or by postal mail to those listed members when there is no email option. Any member may subscribe to free email delivery. Any member not specifically listed may subscribe to a hard copy; however, there may be a fee for actual costs of reproduction and postage. The District Leadership Team will determine the dates and number of newsletter publications. In the last sixteen years, our standing rules scheduled newsletters be mailed in February, May, August, and November to announce general gatherings.

F.4. ARCHIVES: Current secretarial reports and treasurer's reports are stored at the current District officer's homes. Current secretarial practice follows guidelines given to Conference by the National Office of United Methodist Women to keep and store the minutes of the current and last quadrennial. The District Treasurer stores District records now for 7 years as legally required. All other officers store their own records.

F.5. DIRECTORY: The District secretary or designee or Communications Coordinator shall compile and have a digital copy distributed annually a District Directory which shall include a list of the Conference Leadership Team, the District Leadership Team, and the Leadership Team for each unit in the District and to each church without a UWFaith unit. A directory shall be provided for the Conference secretary, the chair of the Conference Committee on Nominations, the District Superintendent, each District Leadership Team member, and the President of each unit in the District. The directory will include the District Standing Rules and the Mission Today format.

ARTICLE G: SUPPORTIVE RELATIONSHIPS

G.1. The District Coordinator for Membership Nurture and Outreach shall coordinate a program whereby District officers and coordinators maintain frequent communications and support for a specified number of units. The purpose of the program is to promote interest in district activities, support efforts to grow unit membership, and serve as a personal link between the District Leadership Team and the units.

G.2. The units are to be contacted at least three times a year by the appointed District officer / coordinator. At the end of each year a census of current local members will be taken and reported to National Office of the United Methodist women.

G.3. Any expense incurred in carrying out the program shall be paid by the District.

ARTICLE H: RESOURCES, EQUIPMENT, PROPERTY

H.1. In accordance with United Methodist Women's policy, only Mission Resource Center literature and other articles offered by Mission Resource Center shall be displayed for sale at official gatherings of the Mile High Metro District United Women in Faith. Any other mission initiatives may submit a written request for sales space and consideration will be made by the Executive Committee.

H.2. An updated list of equipment and property (computers, printers, projectors, gavel, communion plate & chalice, file cases, etc.) shall be compiled each year at the by the Secretary and shall reside in her records. The location of each item shall be recorded in the Secretary's inventory.

ARTICLE I: PROVISIONS FOR CHANGES IN STANDING RULES

The Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of the Organization. No Standing Rule is in order that conflicts with those documents. The Standing Rules are designed to ensure continuity of procedures. They may be amended at the District Annual Meeting by a majority vote of the voting members in attendance at the district Annual Meeting when 30 days previous notice has been given, or when no previous notice has been given by 2/3 vote of the voting members at the District Annual Meeting.

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These proposed 2022 Standing Rules are recommended by the team members:

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