

Standing Rules of Mountain Sky Conference United Methodist Women dba United Women in Faith (Amended 2022)

Preface: The ~~United Methodist Women~~ **United Women in Faith** of the Mountain Sky Conference shall function in accordance with the Constitution and Bylaws for Conference Organization of United Methodist Women **dba United Women in Faith** as adopted from recommendation of the ~~United Methodist Women's~~ **United Women in Faith National Office Organization**. These Standing Rules are supplementary thereto.

ARTICLE A: NOMINATIONS, ELECTIONS AND APPOINTIVE PROCEDURES

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, physically challenging conditions, and employment and non-employment.
2. Nominees shall affirm their commitment to uphold the program and Purpose of ~~United Methodist Women~~ **United Women in Faith**.
3. The slate of nominees shall be published and available to the Leadership Team, District Leadership Teams and local units at least 30 days prior to the Conference Annual Gathering. Other nominations may be made from the floor at said gathering, provided consent has been obtained from the nominee and the nominee meets required qualifications.
4. Leadership positions shall include: President, Vice President, Secretary, Treasurer, Mission Coordinator for Spiritual Growth, Mission Coordinator for Social Action, Mission Coordinator for Education and Interpretation, Mission Coordinator for Membership Nurture and Outreach, Communications Coordinator, Secretary for Program Resources, Chairperson of Committee on Nominations and Committee on Nominations members.
5. Elections shall take place in the Annual Gathering each year, electing leaders for a two year term; in odd years elect President, Secretary, Mission Coordinator for Education and Interpretation, Secretary for Program Resources, Communications Coordinator, 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, and Mission Coordinator for Social Action. No elected officer will hold the same office for more than four (4) years, except the Treasurer, who can hold the same office for six (6) years. Tenure rules are as stated in the Constitution and Bylaws.
6. ~~The voting body of the Annual Gathering of the Conference organization shall be composed of all representatives from the units of the local churches, all District at large members, all District leaders in attendance at said gathering, the Conference leaders, Chairpersons of committees, appointed representatives, members of the United Methodist Women Board of Directors at the national level, Program Advisory Group Members, and members of the Western Jurisdiction Leadership Planning Team residing within the bounds of the Conference.~~ **The voting body of the Annual Gathering of the Conference organization shall be composed of members of units in local churches and district members-at-large who are participating in United Women in Faith within the bounds of Mountain Sky Conference and are in attendance. Members of the national United Women in Faith Board of Directors, Program Advisory Group members, and members of the Western Jurisdiction Leadership Planning Team who reside within Mountain Sky Conference are included in the voting body.**

7. Voting shall be by ~~voice~~ **hand** unless more than one candidate for each office has been nominated, and then voting shall be by ballot **or in private chat if virtual meeting**.
8. Newly elected leaders assume office on January first (1st) following the Annual Gathering.
9. Outgoing leaders shall transfer files and provide training to incoming elected leaders following the election and prior to the incoming elected leaders assuming office.
10. The conference shall request the District Leadership Teams to include as voting members on their Leadership Teams, members of the Conference Leadership Team, the Western Jurisdiction Leadership Planning Team, the ~~United Methodist Women~~ **United Women in Faith** Board of Directors ~~at the national level~~, and Program Advisory Group members who reside within the district. Western Jurisdiction Committee on Nominations who are residing within the conference boundaries are members without vote on the Leadership Team in the District where they reside.
11. The President, with approval from the Leadership Team, shall appoint the following.
 - a. A representative to Frasier Meadows Retirement Community shall be named annually, following the Annual Gathering, and may succeed herself. She shall report to the Leadership Team and shall serve as a liaison person for the Conference responsibilities at Frasier Meadows Retirement Community and for retired women missionaries and deaconesses living within the bounds of the Mountain Sky Conference. It is recommended that the representative live within commuting distance of Frasier Meadows Retirement Community for facilitation of quarterly visitation. This position may be filled by members of the Leadership Team. A job description shall be maintained in the liaison representative's files to be passed on to her successor.
 - b. A representative to Crossroads Urban Center shall be named annually, following the Annual Gathering, and may succeed herself. She shall report to the Leadership Team and serve as a liaison person for the Conference responsibilities at Crossroads Urban Center. It is recommended that the representative live within commuting distance of Crossroads Urban Center. This position may be filled by members of the Leadership Team. A job description shall be maintained in the liaison representative's files to be passed on to her successor. Additionally, the Conference President (or her designee) and the President of the Utah/Western Colorado District will serve on the Crossroads Legacy Committee to ensure that the purpose of Crossroads stays consistent with the mission of ~~UMW~~ **United Women in Faith**.
 - c. Representatives to other organizations as needed as a connecting link between the Conference and those organizations may be appointed annually. These representatives need not be active on the Leadership Team, but may be invited to attend meetings of the Leadership Team for reports and when invited may attend meetings at Conference expense. Such appointments include:
 - i. One representative to the Commission on the Status and Role of Women.
 - ii. Other representatives as needed.
 - d. A representative to Church Women United from each of the states **that have active groups** within the Conference shall be appointed annually. Contributions to Church Women United shall be budgeted annually by the Committee on Finance.
 - e. Standing Rules Chairperson shall be appointed annually and may succeed herself.

- f. Cultural Voice: The Cultural Voice will consult with the Conference Leadership Team regarding needs, concerns and programming for the diverse ~~United Methodist Women~~ **United Women in Faith** membership in the Conference and participate as a member of the Leadership Team.
 - g. Other persons may also be appointed annually to fulfill specific roles or projects, expansion of specific areas or needed services in the Mountain Sky Conference Leadership Team. The President, in consultation with the Committee on Nominations, will find nominees with appropriate skill sets and available tenure to serve. Appointees may be invited to leadership team meetings where the task for which they have been appointed will be discussed; they will have voice without vote at these meetings. Their covered expenses will be determined by the Leadership Team.
12. Nominees for ~~United Methodist Women's~~ **United Women in Faith** National Organization Board of Directors shall be elected at the Conference Annual Gathering prior to the Quadrennial Meeting of the Western Jurisdiction. Two (2) nominees and one (1) alternate shall be elected from a slate named by the Conference Committee on Nominations (Refer to Article V; Section 4 Constitution and Bylaws, ~~United Methodist Women~~ **United Women in Faith**). Additional names may be nominated from the floor of the Annual Gathering with consent of the nominee.
 13. At the Conference Annual Gathering prior to the Quadrennial Meeting of the Western Jurisdiction organization, three (3) delegates shall be elected by the Conference organization, all of whom shall be Conference Leaders, for membership in the jurisdiction organization. Recommendation for these delegates shall be made by the Committee on Nominations upon consideration of office, experience, and tenure.
 14. Prior to the Conference Annual Gathering preceding the end of a quadrennial, the conference Leadership Team will select three (3) women to be considered to serve on the Program Advisory Group of the ~~United Methodist Women~~ **United Women in Faith** national organization. Nominees will be selected from a slate named by the Conference Committee on Nominations. The names of those selected will be sent to the ~~United Methodist Women's~~ **United Women in Faith's** National Office. It is imperative that the membership of the ~~United Methodist Women~~ **United Women in Faith** national organization reflect the diversity of women throughout the church. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. In order to achieve inclusive membership, conferences are urged to follow these elements of diversity in nominations for possible membership in the ~~United Methodist Women~~ **United Women in Faith** national organization.
 15. Representatives from other organizations may be invited to a meeting of the Conference Leadership Team once a year at their own expense, after consulting with the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** President.

ARTICLE B: COMMITTEES

1. Leadership Team: The Leadership Team shall include all elected Leaders, Dean/Assistant Dean of the Mountain Sky Conference Mission u Committee, Standing Rules Chairperson, Cultural Voice, District Presidents, The Mountain Sky Conference Bishop's liaison between

the Cabinet and ~~United Methodist Women~~ **United Women in Faith**, members of the Western Jurisdiction Leadership Planning Team, ~~United Methodist Women's~~ **United Women in Faith's** National Organization Directors and Program Advisory Group members residing within the boundaries of the Mountain Sky Conference.

- a. The Leadership Team shall meet at least three times per year and at other times at the call of the President. In the absence of both the President and Vice Presidents, the Secretary will be in charge of selecting someone to preside.
 - b. A District President shall appoint a District Officer to represent her when she is unable to attend a meeting.
 - c. Any elected leader failing to fulfill her obligations or missing two (2) meetings per calendar year without written communiqué to the President, 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 will 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. An unexcused absence from two (2) consecutive meetings or events shall be considered as a resignation from one's office.
2. Administrative Committee:
- a. The Administrative Committee shall be composed of the President, Vice President, Secretary, and Treasurer.
 - b. The President shall be authorized to organize a virtual meeting when needed, and to approve virtual meetings as requested by other elected leadership.
 - c. Membership on Task Force(s) or Special Committees shall be named by the Conference Administrative Committee.
3. Committee on Finance:
- a. The Committee on Finance shall be composed of the Treasurer as Chair, and the President, Vice President, Secretary, Mission Coordinator for Education and Interpretation, Cultural Voice, and District Treasurers.
 - b. The Committee on Finance shall meet prior to the Conference Annual Gathering to prepare the annual budget and shall present it at the meeting of the Leadership Team for recommendation of approval at the Annual Gathering. The proposed budget shall be published 30 days in advance of the Annual Gathering and presented in the Annual Gathering. Other meetings may be called by the Chair as needed.
 - c. Each District shall submit to the Conference Committee on Finance their Pledge to Mission and budget to cover their estimated expenses for Administration and Membership Development for the coming year by August 1st.
 - d. Jurisdiction Quadrennial Meeting: The Conference Leadership Team shall determine an amount to be set aside annually. Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** will pay all the expenses for Nominees to ~~United Methodist Women's~~ **United Women in Faith's** Board of Directors, Nominees to ~~United Methodist Women's~~ **United Women in Faith's** Program Advisory Group, and Voting Delegates. The balance of the designated funds will be divided equally among the remaining elected Leadership Team members attending said event.

- e. The Assembly: This is an open meeting, held once every four years. The Conference Leadership Team shall determine an amount to be set aside annually. Expenses of the Conference President shall be paid in full. The balance of the designated funds will be divided equally and proportionately among the Conference Leadership Team members and District Leadership Team members (who therefore are not eligible for scholarships) attending said event. In addition, scholarships may be made available to the membership as determined by the Conference Leadership Team.
4. Committee on Membership:
- a. The Committee on Membership shall be composed of the Mission Coordinator for Membership Nurture and Outreach, President, Secretary, Chair of the Committee on Nominations, Communications Coordinator, Mission Coordinator for Education and Interpretation, and District Coordinators for Membership Nurture and Outreach.
5. Committee on Nominations:
- a. The Committee on Nominations shall be composed of the Chair and at least one member from each District, and shall be representative of the membership of the Conference in matters of employment, age, racial and ethnic background.
 - b. Membership of the Committee on Nominations shall be elected in classes, and shall be installed with the other elected leadership at the Annual Gathering.
 - c. The Committee on Nominations shall meet at least twice each year with expenses paid by the Conference ~~United Methodist Women~~ **United Women in Faith**, plus funding for virtual meetings as needed.
 - d. Each member of the Committee on Nominations shall attend a District Annual Gathering other than her home District Gathering, if possible. The Conference will be responsible for travel expenses and the host District will provide lodging, meals and registrations.
 - e. The Committee on Nominations shall keep a Talent Bank of recommended potential leaders.
 - f. Potential nominees shall be contacted by a designated member of the Committee on Nominations.
 - g. A resume of each nominee shall be supplied to the voting body at the Annual Gathering with the slate of nominees. In case of vacancy or resignation, a resume shall be supplied to the Leadership Team for a vote.
 - h. A written report of Term and Tenure of the members of the Leadership Team shall be presented to the Leadership Team at their meeting just prior to the Conference Annual Gathering.
 - i. The report of the Committee on Nominations shall be presented in written form, as well as the verbal presentation of the slate of nominees at the Annual Gathering. The written report will be signed by the members of the Conference Committee on Nominations and given to the Conference Secretary.
6. Committee on Program:
- a. The Committee on Program shall be composed of the Vice President, President, Treasurer, Secretary, Mission Coordinators, Secretary for Program Resources, Communications Coordinator, Cultural Voice, and District President in the District hosting Annual Gathering.

- b. The Committee on Program may designate leaders to serve on task force groups to make preliminary plans for annual gatherings, retreats, workshops, or seminars. The task force groups shall report to the Committee on Program for final approval of plans.
7. Committee for the-Mountain Sky Conference Mission u:
- a. In accordance with guidelines for Cooperative Schools and Mission Education Events, the Mountain Sky Conference Mission u Committee shall consist of an equal number of members from Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** and Mountain Sky Conference United Methodist Church. The guidelines state there shall be a minimum of four members from the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** and shall include the President and/or Vice President, Treasurer, Mission Coordinator for Education and Interpretation. Additional members may be appointed by the Conference President.
 - b. The offices of the Dean and Assistant Dean shall alternate between Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** and Mountain Sky Conference Board of Global Ministries. At the request of the Mission u Committee, the Mountain Sky Conference ~~United Methodist Women's~~ **United Women in Faith's** Committee on Nominations shall name the Assistant Dean/Dean who shall be elected as part of the Conference ~~United Methodist Women~~ slate of nominees at that year's Annual Gathering. Upon election they shall become a member of the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** Leadership Team and report to them on behalf of the Mountain Sky Mission u Planning Committee.
 - c. The Mountain Sky Conference Mission u Committee shall request funds annually from the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** and the Mountain Sky Conference United Methodist Church.
 - d. The Business Manager of the Committee shall be bonded at the direction of ~~United Methodist Women~~ **United Women in Faith** National Organization.
8. Committee on Standing Rules:
- a. Conference President shall appoint a Committee on Standing Rules composed of a chair 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 the summer meeting, published thereafter on the conference website with a notification and link through the monthly e-mail news and approved by the membership at the Annual Gathering.
9. Committee on the Charter for Racial Justice Policies:
- a. Membership of the Committee shall consist of at least seven (7) members, three (3) of whom shall be women of color, insofar as possible. The seven (7) members shall be the Conference ~~United Methodist Women~~ **United Women in Faith** President, who shall serve as Chair, Mission Coordinator for Social Action, Chair of the Committee on Nominations, a District President (appointed by the Conference President), Cultural Voice and additional members to constitute the seven (7) members to be nominated by the Committee on Nominations to ensure inclusiveness and/or special

expertise in the skills necessary to accomplish the task. These additional members shall serve no more than three (3) years.

- b. The Committee shall meet at least twice annually. Travel expenses to and from Charter Committee meetings shall be paid by the Conference.

10. Committee for Communications:

- a. The communications Committee shall be composed of the Communications Coordinator who shall serve as chair and those who have the skills to be webmaster, newsletter editor, e-Beacon coordinator, and social media coordinator.

ARTICLE C: MEETINGS – Time and location for all Conference Meetings will be determined by the Conference Leadership Team.

1. Annual Gathering: Fall
2. Leadership Development for District Leadership Teams: Annually
3. Spiritual Life Retreat: Spring
4. Seminars, Workshops, etc.
5. Mission u/Mission u Events
6. District Annual Gathering Representation
 - a. Each District Annual Gathering shall have one member of the Conference Committee on Nominations or one Conference Leader (from outside her own District) representing the Conference Leadership Team. The Conference will be responsible for travel expenses and the host district will provide lodging, meals, meeting registration and any program expenses.
7. Insurance
 - a. Insurance for January Executive Planning Meeting, Spiritual Life Retreat, Conference Annual Gathering, and other Conference events as determined by the Conference Leadership Team shall be covered.
 - b. The Treasurer shall be responsible for obtaining insurance from one of these sources:
 - i. The Mountain Sky Conference United Methodist Church Policy. All claims are to be directed to the Mountain Sky Conference United Methodist Church Activities Insurance personnel for processing or any other procedure as determined by the Annual Conference.
 - ii. ~~United Methodist Women's~~ **United Women in Faith's** National Organization insurance.
8. Display Policy: Using an application process, only pre-approved projects/displays shall be allowed at any Conference ~~United Methodist Women~~ **United Women in Faith** event as determined by the Conference Administrative Committee.

ARTICLE D: FUNDS: All funds come from Mission Giving. Leaders shall practice good stewardship in the use of these funds.

1. The Committee on Finance shall annually recommend a percentage of the District Pledges to Mission to be budgeted for the Conference Administration and Membership Development Fund (A&MD). The percentage is to be approved by the Conference Leadership Team and voted on at the Annual Gathering.
2. The Treasurer shall make a report quarterly to the Conference Leadership Team and District Treasurers. At the Annual Gathering, the previous year's financial report and current year to date report will be presented.

3. The Conference financial books shall be audited annually (see Constitution and Bylaws). A copy of the Conference audit shall be sent to ~~United Methodist Women's~~ **United Women in Faith's** National Organization, Conference President, Secretary and one copy kept for the Treasurer's files. A copy of the District Audits shall be sent to the Conference Treasurer.
 4. Complete financial books and other records shall be turned over to the newly elected Conference Treasurer as soon as the audit is completed. Operating funds and essential records shall be advanced to the new Conference Treasurer in the interim.
 5. In the event of the serious illness or death of the Conference Treasurer, all books and property of the office shall be released and given immediately to the Conference President. The Administrative Committee shall appoint a temporary Acting Treasurer until the Committee on Nominations can submit a nominee for election by the Conference Leadership Team or Conference Organization.
 6. Bank accounts, investment accounts, and savings accounts shall carry signatures of the Conference President, Conference Secretary and Conference Treasurer, with one signature required on checks. Bank statements will be directly available to the Conference President and Conference Treasurer. These three, along with District Presidents, District Treasurers and Business Manager of the-Mountain Sky Conference Mission u shall be bonded by ~~United Methodist Women's~~ **United Women in Faith's** National Organization. Funds will be held by the Conference in savings accounts for designated expenses/events such as National Assembly, Jurisdiction Meetings and Young Women's events.
 7. Vouchers for all expenses shall be approved by the Conference President and Secretary and shall be paid by the Conference Treasurer as soon as possible. Receipts and documentation of expenses to be reimbursed shall be attached to vouchers when they are presented for approval. Vouchers must be submitted within 30 days following an event for the costs of that event.
 8. **Expense Reimbursement**
The expense of the President, Vice-President, Secretary, Treasurer, Mission Coordinator for Education and Interpretation, Mission Coordinator for Spiritual Growth, Mission Coordinator for Membership Nurture and Outreach, Mission Coordinator for Social Action, Communications Coordinator, Secretary for Program Resources, Chair and members of Committee on Nominations, Mission u Dean and/or Assistant Dean, District Officers, and members of the Program Advisory Group, including Jurisdiction Representatives who come from our Conference, shall be paid according to the budgeted expenses for the following Conference events providing that the officer attend all sessions (exceptions/excused absences will be considered on a case by case basis and should be arranged in advance with the President) to:
 - i. **Conference Annual Gathering/Leadership Training**
 - ii. **One Conference Spiritual Life Retreat**
 - iii. **One Mission u Event**
- A. 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 Leadership Team on recommendation of the Finance Committee in

summer for the following year. It is important that leaders are able to attend meetings/events; if need exists, please request a waiver on the registration form.

- B. Travel allowances for meetings shall be by the least expensive way which is reasonable. Carpooling is required unless not possible or impractical. It is expected that if persons are able to carpool and choose not to, they only voucher one way mileage. If for an appropriate reason, an officer opts to drive her car alone, she may receive mileage both ways. Mileage for auto travel to Conference meeting/event shall be reimbursed at a rate of ~~twenty cents (\$.20)~~ **twenty-five cents (\$.25)** per mile if the price of gas is less than ~~\$3~~ **\$4.00** per gallon or ~~twenty-five (\$.25)~~ **thirty cents (\$.30)** per mile if the price of gas is less than ~~\$4~~ **\$5.00** per gallon and ~~no more than~~ **thirty-five cents (\$.35)** if more than \$5 per gallon for Conference and/or District Leaders traveling from legal residence to an allowable event. Mileage will be paid at a rate of ~~thirty cents (\$.30)~~ **five cents (\$.05)** per mile **more** if three (3) or more leaders travel in a single vehicle; leaders must be listed on voucher. Mileage for one round trip shall be allowed for attendance at meetings/events unless cost of multiple trips is less than cost of housing in motel/hotel. Carpooling is encouraged. **Receipts for gas required.**
- C. While traveling to or from a meeting/event, meal allowance shall be reimbursed at a maximum of ~~eighteen~~ **twenty** dollars (~~\$18.00~~) (**\$20.00**) per day, with \$4.00 allocated for breakfast, ~~\$6.00~~ **\$7.00** for lunch, ~~\$8.00~~ **\$9.00** for dinner. Receipts must be submitted with vouchers. These prices will also be used to reimburse groups who provide meals for meetings.
- D. **When housing and meals have been arranged at a special rate, only that amount shall be paid. Leaders are expected to have two ladies in a room with two queen beds. Therefore, housing will be reimbursed at ½ of the room cost.**
- E. Expense of Mission u training for the ~~United Methodist Women~~ **United Women in Faith** Dean or ~~United Methodist Women~~ **United Women in Faith** Assistant Dean, shall be paid from Conference funds.

~~9. The expense of the President, Vice President, Secretary, Treasurer, Mission Coordinator for Education and Interpretation, Mission Coordinator for Spiritual Growth, Mission Coordinator for Membership Nurture and Outreach, Mission Coordinator for Social Action, Communications Coordinator, Secretary for Program Resources, Chair and members of Committee on Nominations, United Methodist Women Dean and/or United Methodist Women Assistant Dean, Cultural Voice, and members of the Program Advisory Group, including Jurisdiction Representatives who come from our Conference, shall be paid according to the budgeted expenses and shall include:~~

- F. The cost of **digital** subscriptions to *response* magazine, ~~the Mission Resource Sampler,~~ and new Handbooks (~~when published~~) if not provided from another source shall be ordered by each officer and vouchered. The Conference shall pay the officer expenses of its elected leaders and members of Conference committees to include postage, copying and necessary resources.
- ~~a. Expenses (housing, meals, dependent care, and travel) shall be paid from Conference funds, for Conference Leadership Team and elected District Leaders attending the~~

~~following Conference events providing that the officer attend all sessions (exceptions/excused absences will be considered on a case by case basis and should be arranged in advance with the President) to:~~

- ~~i. Conference Annual Gathering/Leadership Training~~
- ~~ii. One Conference Spiritual Life Retreat~~
- ~~iii. One Mission u Event~~

- G. Necessary dependent care will be provided in accordance with ~~United Methodist Women's~~ **United Women in Faith's** National Organization Policy, up to thirty dollars (\$30.00) per day. Amount to be reviewed annually.
- H. Expenses (housing, meals, dependent care, and travel) to ~~United Methodist Women~~ **United Women in Faith's** Conference Annual Gathering shall be paid from Conference funds for nominees for Conference offices and Conference Committee on Nominations.
- I. Expenses (housing, travel, registration and ~~United Methodist Women~~ **United Women in Faith** special meal) for the Conference President will be covered for her attendance at the Mountain Sky Annual Conference.
- J. District/Conference Meetings: Expenses of any speaker (Conference/District Officer, Missionary, etc.) invited to participate in a program or workshop for District or local events shall be the responsibility of the inviting group for travel, food, lodging and program materials.
- K. Special Mission Recognition Pins shall be presented to the outgoing Conference Leaders.
- a. A President's Pin shall be presented to the incoming President at the time of installation.
 - b. A one hundred dollar (\$100.00) Special Mission Recognition Pin shall be presented to the outgoing Conference President at the completion of a 4 year term.
 - c. A Special Mission Recognition Pin shall be given to each elected Leadership Team Member when she retires from the Committee as follows:
 - i. A \$100 pin after serving eight years,
 - ii. One step above the basic pin after serving four to seven years.
 - iii. A basic pin after serving less than four years.
 - d. A Gift to Mission thank you card with a note of appreciation shall be given to Leaders having served in one office and elected to serve in another office.
 - e. A Gift to Mission thank you card with a note of appreciation shall be given to retiring District Presidents.
- L. Appreciation will be shown to program presenters at Conference events and charged to that event. The decision will be at the discretion of the Administrative Committee with these guidelines:
- a. A basic Special Mission Recognition pin for any ~~United Methodist Women~~ **United Women in Faith** members who present a workshop/seminar.
 - b. \$50 honorarium for non-members who present a workshop/seminar.
 - c. Keynote speakers may be paid up to \$500 per event.
 - d. Registration, travel, lodging and meals will be paid by the Conference for ~~all~~ Program Presenters **as per guidelines**.
- M. The Conference Treasurer shall send a contribution annually from Conference funds to the Administration Fund of the Western Jurisdiction Leadership Planning Team; method and

- amount to be determined by the Western Jurisdiction Leadership Planning Team in concurrence with the Conference Presidents. The annual percentage to the Jurisdiction is decided at the beginning of each quadrennial.
- N. The Conference Treasurer shall disburse funds from the Margaret Evans Trust Fund as specified in the agreement for care and support of missionaries and deaconesses of ~~United Methodist Women~~ **United Women in Faith** national organization.
- O. Remittances of funds shall be scheduled as follows:
- a. Local ~~UMW~~ **United Women in Faith** Treasurer to District Treasurer – to be submitted monthly by the 10th, or to be submitted quarterly by March 10th, June 10th, September 10th, December 10th.
 - b. District Treasurer to Conference Treasurer – to be submitted monthly by the 16th.
- P. District budgets shall be paid from the Administration and Membership Development Fund as monies become available and/or on request from District Treasurers, with final payment on budget requests by August 1st, if possible.
- Q. If, after final reports from District Treasurers for the year are received, the Conference Pledge to ~~United Methodist Women's~~ **United Women in Faith's** National Organization has not been met, the Conference Treasurer may complete the Pledge from the Administration and Membership Development Fund if funds are available.
- R. Scholarships may be offered to attend conference events as specified by the Leadership Team.
- ~~S. Quiet Disciple: The Conference Leadership Team shall annually select a Quiet Disciple. The selection committee shall be the four Mission Coordinators with the Mission Coordinator for Spiritual Growth as Chair. The recipient will be announced and honored at Spiritual Life Retreat with a Special Mission Recognition Pin that is one step above the basic pin. The recipient may be reimbursed up to \$150 for registration, housing and travel expenses incurred to attend the retreat. In addition, Mountain Sky Conference United Methodist Women will pay for the Quiet Disciple and one guest to attend the Laity Luncheon at Mountain Sky United Methodist Church Annual Conference.~~
- T. ~~United Methodist Women~~ **United Women in Faith** Conference and District elected leaders are considered to be volunteers. It is the policy of ~~United Methodist Women~~ **United Women in Faith** that these leaders not accept honoraria beyond expenses delineated above during their tenure of office for services rendered to and through ~~United Methodist Women~~ **United Women in Faith**.
- U. Any special offerings of money or product, not in the regular budget, must be approved by the Administrative Committee of the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith**.
- V. Refund for **cancelled registration fees** will be considered with written request sent to the Conference event registrar. All refunds for registration fees will be considered using the following guidelines:
- a. 100% refund if written request is received 30 days prior to event.
 - b. 50% refund if written request is received 15 days prior to event.
 - c. 25% refund if written request is received 7 days prior to event
 - d. Cancellation of any room reservations will be the responsibility of the member per the refund policy of the hotel.

ARTICLE E: MINUTES, DIRECTORY, DESIGNATED MAILINGS, PUBLICITY, RECORDS

1. Minutes of the Leadership Team and Annual Gathering sessions shall be sent to the full Leadership Team and to the Bishop's office.
2. The most recent four years of minutes, program books, newsletters, financial compilation reports (previously known as audit reports) and directories as well as the previous quadrennial of the same items shall be kept with the Secretary. Older, above mentioned items, properly labeled and boxed, shall be archived by the Secretary at the location specified by Mountain Sky Conference United Methodist Church.
3. The Secretary shall compile a list of elected leaders in Conference and Districts for the Annual Directory, one copy to be distributed to all Conference and District Leaders, the Conference Bishop, District Superintendents, the Conference office, the Registrars for Conference events, and all Western Jurisdiction Leaders early in the calendar year.
4. The Conference newsletter, the "Sky Light", shall be published within the conference website ~~four (4)~~ **at least three (3)** times per year: ~~Winter, Spring, Summer and Fall~~ **in conjunction with Conference events**. The Conference Communication Coordinator will determine the theme of each issue and request information from the appropriate Conference Leaders and members of the extended Leadership Team.
5. Distribution of the newsletter may be in the following formats:
 - Email notification when the newsletter is posted on the MSC-UMW website to the email distribution list to include each local unit president and/or church. Any person may request email notification.
 - Email may be sent as an attachment on request.
 - Hard copy format may be mailed on request.

Email notification will be the method preferred for Conference and District Mission Team members.

ARTICLE F: RESOURCES

1. In accordance with ~~United Methodist Women~~ **United Women in Faith** policy, only Mission Resource Center literature and other articles offered by Mission Resource Center Catalog shall be displayed for sale at official gatherings of the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith**. Any other mission initiatives may submit a written request for sales space and consideration will be made by the Administrative-Committee.

ARTICLE G: EQUIPMENT AND PROPERTY

1. An agreement between Frasier Meadows Retirement Community, ~~United Methodist Women~~ **United Women in Faith** national organization and Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** makes available a one-bedroom living unit and two studio units (which could be replaced with a one-bedroom unit). Deaconesses, missionaries, and members of ~~United Methodist Women~~ **United Women in Faith** are eligible (priority as listed) for occupancy of these units and may apply for recommendation by the Mountain Sky Conference ~~United Methodist Women~~ **United Women in Faith** Administrative Committee.
2. An updated list of equipment (computers, printers, etc.) shall be compiled each year at the January Planning Meeting by the ~~Secretary~~ **Treasurer** and shall reside in her records.

ARTICLE H: 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 insure continuity of procedures. They may be amended at the Annual Gathering by a majority vote of the voting members of the Conference Organization when 30 days previous notice has been given, or when no previous notice has been given by 2/3 vote of the voting members of the Conference Organization.

Original Date of Adoption, October 26, 2019

Revised October 9, 2021