

## UNITED METHODIST WOMEN

The CONSTITUTION AND BYLAWS of the Minnesota Conference United Methodist Women of the United Methodist Church shall be those found in the Constitution and Bylaws of the United Methodist Women - National Office for the quadrennium. *Current structures are designed to free up members of United Methodist Women to form themselves as they see fit to do the work of mission and fulfill the PURPOSE. The only required positions at all levels of the organization are president, treasurer, secretary and chair of the committee on nominations. The tasks of mission can be shared among as many people as the organization determines, and can be organized in many ways.*

### STANDING RULES

As amended ~~October 3, 2015~~ October 8, 2016

The following Standing Rules shall govern the action of the Conference as long as they are in harmony with the Constitution and Bylaws of the United Methodist Women - National Office. (All references are to the Conference Constitution and Bylaws of the United Methodist Women - National Office)

#### ARTICLE 1 - ELECTIONS

Section 1. Elections shall be by acclamation unless more than one name for an office is presented, in which case a written ballot shall be required *for that office.*

Section 2. The Committee on Nominations shall present the slate of nominees to the Executive Committee, and the Communications Coordinator shall present them to local units of the Minnesota Conference United Methodist Women through appropriate media; at least 30 days prior to the Annual ~~Meeting~~ *Gathering*. Officers shall be elected at the Annual ~~Meeting~~ *Gathering* for a two- year term to take office January 1 of the following year, alternating as follows:

In even-numbered years:

~~Vice President~~

Treasurer

~~Mission Coordinators~~

~~Spiritual Growth~~

~~Education and Interpretation~~

~~Secretary of Program Resources~~

~~Communication Coordinator~~

Chairperson of the Nominating Committee

Recognizing that not all positions may be filled, additional positions in even-numbered years that could be elected:

Vice President

Mission Coordinators

Secretary of Program Resources

Communications Coordinator

In Odd-numbered years:

President

Secretary

~~Mission Coordinators—~~

~~Membership Nurture and Outreach~~

~~Social Action~~

Recognizing that not all positions may be filled, additional positions in even-numbered years that could be elected:

Mission Coordinators

Additional positions

Section 3. For an officer to fill an unexpired term of office, if the time to serve is one year or longer, the period to be served shall be considered the first term, with the privilege of re-election for one additional term in the same office. If the time to serve is less than one year, it shall not constitute a first term.

Section 4. All officers shall be eligible for re-election for one two-year term in the same office.

*A treasurer can be re-elected for two terms.*

Section 5. The Nominating Committee shall present to the Executive Committee the names of two nominees plus one alternate for director of the United Methodist Women National organization to be voted on at the Annual Meeting preceding the Jurisdiction Meeting. In addition, the Nominating Committee shall present to the Executive Committee the names of three nominees for the Program Advisory Group of the UMW National organization to be voted on at the same time. Suggested nominees from the Minnesota United Methodist Women may be submitted to the Conference Nominating Committee, up to two years and no less than one year, prior to the Jurisdiction Meeting.

Section 6. Three members of the Conference Executive Committee shall be selected by the Executive Committee to be voting delegates at the Jurisdiction Meeting. This selection shall take place at an Executive Meeting prior to the Jurisdiction Meeting.

Section 7. All Conference officers are to attend their own district executive team meeting and district events at district expense.

Section 8. No member of the Conference Committee on Nominations shall be eligible for one year for nomination as a Conference Officer with exception of the person to be nominated as chairperson of the Committee on Nominations unless approved by the Administrative Committee.

(Section 8 does not apply to the District.)

## ARTICLE 2 - MEETINGS

Section 1. The date of the Annual Gathering of the Minnesota Conference United Methodist Women shall be determined by the Executive Committee. The voting body of the Annual Meeting shall consist of all members of the Minnesota Conference United Methodist Women who are present.

Section 2. The Executive Committee shall meet quarterly. Two of these shall be in conjunction with the Annual ~~Meeting~~ Gathering and Mission u.

~~Section 3. All District Officers are required to attend the Annual Leadership Development Retreat in the Fall. The Finance Committee will meet in April and once again before the annual meeting at Mission u. The Membership Nurture and Outreach Committee will meet once in the spring~~

*Section 4. Conference Mission Coordinators and other committee chairs will call meetings as needed.*

*Section 5. All District Officers are required to attend the Annual Leadership Development Retreat in the Fall.*

*Section 6. All elected and appointed Conference officers, the Dean and Assistant Dean of Mission u, and District Presidents ~~MUST~~ are required to attend the Conference Annual Meeting unless excused by the Conference President.*

All District Officers ~~MUST~~ are required to attend the Conference Annual Meeting unless excused by their District President.

*Section 7. Time allotted to agencies, organizations or groups, for presentations at Conference events, must be cleared through the Executive/Administrative Committee, at least thirty (30) days prior to the Conference event.*

### ARTICLE 3 - FUNDS

*Section 1. The Conference unit shall make an annual mission pledge to United Methodist Women - National Office.*

*Section 2. The Conference shall establish an Administration and Membership Development Fund. This fund is to include monies for both Conference and District United Methodist Women. The percentage of the Administration and Membership Development Fund shall be reviewed each year by the Finance Committee, and any change of the percentage shall be recommended by this committee to the Executive Committee.*

*Section 3. All United Methodist Women monies ~~MUST~~ are required to be handled ~~by duly elected treasurers only, since treasurers are bonded~~ by bonded persons which includes duly-elected treasurers, presidents and Mission u business manager.*

*Section 4. At the beginning of each quarter the Conference treasurer shall send each district one-fourth of the amount of its Administration and Membership Development Fund's budget. ~~which shall have been approved earlier by the Conference Executive Committee.~~ These funds shall be disbursed by District treasurers for District expenses.*

*Section 5. From the Administration and Membership Development Fund the Conference shall make the following provisions within the Conference:*

- A. Upon completion of a two-year term in office each elected Conference officer shall be given a Sapphire Special Mission Recognition. An Emerald Special Mission Recognition shall be given for a retiring Conference President serving four years. Upon election the conference president will be given a president's pin and the use of a conference gavel.
- B. A Gift to Mission shall be given ~~to these officers~~ in honor of officers completing a second two-year term in office. *If the treasurer is elected to a third two-year term, she shall receive a Gift to Mission and certificate when that term is completed.*

- C. The Assistant Dean of Mission u shall receive a Gift to Mission upon completion of a two-year term in office. The Dean of Mission u shall receive a Pearl Special Mission Recognition upon completion of a two-year term in office.
- D. The Assistant Registrar of Mission u shall receive a Gift to Mission upon completion of a two-year term in office. The Registrar of Mission u shall receive a Sapphire Special Mission Recognition upon completion of a two-year term in office.
- E. *The Business Manager of Mission u shall receive a Sapphire Special Mission Recognition upon completion of a two-year term in office.*
- F, Upon completion of a four-year term on the Committee on Nominations, a Sapphire Special Mission Recognition shall be given.
- G. A Gift to Mission shall be given for serving a partial term.
- H. Upon the death of a Conference Officer or District President, while in office, a Gift in Memory shall be given to the National Office.
- I.. A Sapphire Special Mission Recognition shall be given to an appointed Conference Officer, upon the completion of a four-year term. ~~A Gift to Mission shall be given for each year served, if serving less than four years.~~
- J. ~~Those people who are not part of the conference team and are appointed for a year at a time need to be recognized.~~ A Gift to Mission shall be given for each year served in a non-elected position ~~shall be given to those who are appointed to positions on special committees or committees.~~

Section 6. ~~The Conference may set up a fund within the Administration and Membership Development Fund,~~ *has an opportunity fund to be used by women outside the Conference and District leadership for study and enrichment opportunities. A subcommittee subgroup of the Finance Committee to include* ~~which includes the Treasurer shall be formed to~~ *will consider applicants and bring a recommendation to the Executive Committee.*

Section 7. In order to protect appropriation, no appeal for funds shall be made to Local Units, Districts or Conference by an organization or individual, which ~~had~~ has not been authorized by the Conference Executive Committee or Administrative Committee.

Section 8. There are no salaries for the United Methodist Women - National Office, Jurisdiction, Conference and District Officers. Their time and talents are voluntary just as are those of the local officers in the Local Unit. Since this is the case, the expense of any of these officers as speakers to the Local or District Unit shall be paid by the inviting unit. The Conference recommends mileage be paid at the Conference UMW established rate.

Section 9. Speakers for the Conference Annual ~~Meeting~~ *Gathering* shall be allowed expenses and given an honorarium.

*Section 10. Child Care shall be provided at Conference Annual Meetings if requested by the registration deadline. A minimum of two child care providers (at least one with Safe Sanctuary credentials) will be paid by Conference UMW if unable to find volunteers.*

~~Section 11.~~~~Section 10.~~ The following Conference Officers ~~shall~~ may attend World Federation of Methodist and Uniting Church Women (WFMUCW), United Methodist Women Assembly and Jurisdiction: ~~Conference Program Committee, Conference Historian, the Assistant Dean of Mission u and the District Presidents.~~ ~~The following e~~ President, Secretary, Treasurer, Committee on Nominations chair, plus six additional elected or appointed Conference officers. The President (or a proxy) *is* also required to attend the Annual Conference of the United Methodist Church and may attend the Annual Meeting of Church Women United. If the Conference President is not elected by the Minnesota Annual Conference as a delegate to the Jurisdictional Conference, the Conference United Methodist Women will pay her (or a proxy) expenses as a visitor to that meeting if she chooses to attend.

Expenses will be paid from the Assembly-Jurisdiction Fund as follows: registration, meals, lodging, reimbursement for travel as determined by the Executive Committee prior to the event. For personally arranged travel, the rate of reimbursement will be determined by the Conference Executive Committee.

Section 12 ~~Section 11.~~ An Assembly-Jurisdiction fund shall be established by the Conference with monies being held in the Conference treasury.

#### ARTICLE 4 - EXPENSES OF OFFICERS

Section 1. Each Conference *elected or appointed* officer shall present her expense account using the official voucher. For reimbursement all expenses incurred before December 1<sup>st</sup> must be presented to the Treasurer no later than December 10<sup>th</sup> of each year, or reimbursement will be forfeited. Approved expenses are mileage, meals, housing, postage, necessary telephone calls, promotional materials, study books, *subscriptions to Response and New World Outlook magazines* and other pertinent expenses *as it relates to the position*. Each officer *including Mission u Registrar, Assistant Registrar and Technology Coordinator* will be allowed ~~the large group study book and one other study book~~ two study books for Mission u each year.

Section 2. ~~When a District. or Conference Officer is called in by the Conference, her expenses will be paid by the Conference.~~ ~~All persons called to a Conference meeting will have expenses paid by the Conference.~~ The only exception is when District Treasurers are called to a meeting during Mission u the Conference pays  $\frac{1}{2}$  of mileage and the District pays  $\frac{1}{2}$  of mileage.

Section 3. ~~District and Conference officers' expenses when attending Conference meetings will be paid providing the officer attends the meeting in its entirety or is excused by the Conference President.~~ Reservations for lodging and meals for which the Conference pays will not be made for any person who does not ~~return the reservation form~~ make a reservation by the designated deadline and, except for sudden illness or death in the immediate family, persons who cancel after final figures are given to the host group, or who do not honor reservations they have made, will be expected to pay ~~for~~ their own reservations.

Section 4. The Conference shall pay transportation to members of the Conference Executive Committee to required meetings at the Conference UMW established rate. The Districts shall also pay to members of the District Mission Team the Conference UMW established rate.

Section 5. The following expenses will be allowed for Conference officers attending meetings required by the Conference:

- A. Any registration or admission fees
- ~~B. Air travel (tourist class will be allowed when conditions make it practical~~
- B. Transportation ~~will be allowed while en route-~~ will be paid at the Conference UMW established rate or cap.
- C. Necessary tips will be allowed.
- D. Meals will be provided at the Conference UMW established rate.
- E. Dependent care will be provided at the Conference UMW established rate if volunteer service is unavailable.
- F. Lodging will be provided at the rate of 2 per room if possible.

~~Section 6. If the Conference President is not elected by the Minnesota Annual Conference as a delegate to the Jurisdictional Conference, the Conference United Methodist Women will pay her expenses as a visitor to that meeting if she chooses to attend.~~

## ARTICLE 5 - COMMITTEES

Section 1. The Executive Committee of the Conference unit shall be composed of the President, who serves as Chairperson; ~~Vice President;~~ Secretary; Treasurer; Chairperson of the Committee on Nominations. ~~÷ the four Mission Coordinators; the Communications Coordinator; the Secretary of Program Resources; the Dean & Assistant Dean of the Conference Mission u; and additional elected and appointed Conference officers as needed,~~ the Resident Bishop; and the President of each District. The Executive Committee shall also include members of the Jurisdiction Leadership Team and Directors of the United Methodist Women - National Office residing within the Conference, and such persons specifically related to the work as the committee may determine. Members of the Jurisdiction Committee on Nominations residing within the Conference may serve as members without vote on the Conference Executive Committee. ~~Resource people involved with current issues may be appointed to the Executive Committee for one year terms. The need for continuing these emphases shall be reviewed annually with a four year limit of service. This service shall not be counted toward tenure as elected officers.~~

The immediate past president shall remain as a Conference UMW Executive Committee advisory member with vote for one year. Expenses will be paid to executive committee meetings, Conference Annual Meeting and one session of Mission u.

Section 2. The Committee on Nominations of the Conference shall have a rotating membership of eight (8) divided into four classes. The Chairperson of the Nominating Committee shall be elected by the Conference and at the time of election have 2 or 3 years remaining on the nominating committee, serving as Chairperson for two years only. The Nominating Committee shall strive to have a minimum of one person per District representative in matters of employment, age, racial and ethnic background. The Nominating Committee will be invited to attend any/all Conference committee meetings.

Section 3. There shall be a Standing Rules Committee consisting of the President, Secretary, Treasurer, *Chair of Committee on Nominations* and at least two others chosen from the Executive Committee. Its duty shall be to bring before the Executive Committee and the Annual Meeting proposals for revision of the Conference Standing Rules. The President shall appoint its Chairperson. Suggestions for revision or amendments to the Conference Standing Rules shall be sent in writing to the Chairperson of this committee TWO months prior to the Conference Annual Meeting.

~~Section 4. There shall be a Conference Publicity Committee composed of the Communications Coordinator as Chairperson, President, Vice President, Secretary, Treasurer, one mission coordinator appointed by the President, and the Assistant Dean of Mission u. The exact months of publication of the FRESH CONNECTION shall be determined by the Executive Committee and the number of issues shall not exceed four.~~

*Section 4. The Finance Committee of the Conference shall be composed of the Treasurer who serves as chairperson, President, Vice President, Secretary, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, Dean of Mission u and the Treasurer of each District, Business Manager of Mission u and up to five additional elected or appointed Conference officers as needed.*

~~Section 5. There shall be a Program planning shall be done by a Committee composed of the Vice President as chairperson, Program Coordinator as chairperson, President, Secretary, Treasurer, Chairperson of the Committee on Nominations, and additional persons as needed. the four Mission Coordinators, Dean of Mission u, Communications Coordinator, Secretary of Program Resources, and Technology Coordinator. The committee meets four times a year.~~

*Section 6. There shall be a Mission u Committee composed of the Mission u Dean as chairperson, Mission u Assistant Dean, Mission u Registrar, Mission u Assistant Registrar, Business Manager, President, Vice President, Secretary, Treasurer, Chairperson of the Committee on Nominations, and additional persons as needed. the four Mission Coordinators, Communications Coordinator, Secretary of Program Resources, and Technology Coordinator.*

~~Section 7. There shall be a Committee on Membership Nurture and Outreach composed of and chaired by the Membership Nurture and Outreach Mission Coordinator, with President, Secretary, Chairperson of the Committee on Nominations, Communications Coordinator, and the 5 District Membership Nurture and Outreach Mission Coordinators.~~

*Section 7. There shall be a Charter for Racial Justice Policies Committee composed of the President as chairperson, a District President, Chairperson of Committee on Nominations, Social Action Mission Coordinator, Education and Interpretation Mission Coordinator, minority representation, and the Language Coordinator, and additional members as needed.*

*Section 8. There shall be an Emma Norton Designated Fund Committee composed of a District President as chairperson, the Education and Interpretation Mission Coordinator, the Social Action Mission Coordinator, a second District President and at least two additional members from the Conference Team*

#### ARTICLE 6 - MISSION U

*Section 1. There shall be a Conference Mission u to be held each summer. The Dean and the Assistant Dean are required to attend Mission u Leadership Training. The Dean, and Assistant Dean, and the Business Manager, of the Conference Mission u shall be selected by the Mission u nominating committee from outside the Conference elected leadership. The Dean, and Assistant Dean of Mission u, and Business Manager shall be considered members of the Conference Executive Committee as soon as they are approved by the Conference Executive Committee. They shall be included in the installation service at the Annual Meeting Gathering.*

*Section 2. The leaders of Mission u are selected annually by the Executive Committee to serve a maximum of two years.*

Section 3. Non-elected officers and others who lead enrichments at Mission u shall receive an honorarium. Non-elected officers who lead plenaries at Mission u shall receive a meal, if appropriate, and an honorarium.

Section 4. The Mission u Dean, Assistant Dean and Business Manager will have expenses paid by Conference UMW when called to a Conference meeting.

Section 5. ~~and~~ All elected Conference Officers including the Chairperson of the Nominating Committee and District Presidents are required to attend the full Mission u with their way being paid by Conference funds. Conference Nominating Committee members and ~~other~~ appointed officers are required to attend one session of Mission u with their way being paid from Conference funds.

All elected District officers are required to attend one session of Mission u with their way being paid from District funds. Mission u staff participants who are not conference or district officers will EITHER HAVE THEIR REGISTRATION PAID OR BE GIVEN AN HONORARIUM. All elected leadership of the United Methodist Women -World Federation of Methodist and Uniting Church Women, National Office, and Jurisdiction residing within the Conference shall be invited to attend at Conference expense. All women of the Conference are urged to attend.

~~Section 5.~~ Section 6. A refund of 75% of the registration fee will be made for cancellations received after the registration deadline. Full refunds (less 10% processing fee) will be made only in the case of an immediate family emergency. A written request must be sent to the registrar to receive a refund. This policy will be on all publicity for Mission u.

## ARTICLE 7 - CORRESPONDENCE

Section 1. General mailings from each Conference Officer shall be ~~mailed~~ distributed to:

- A. The corresponding District Officer
- B. The Conference President
- C. Each District President

The Conference President shall be sent a copy of all District mailings and District Executive Committee minutes.

Section 2. Membership Lists - The United Methodist Women do not furnish lists of their elected leaders or members to individuals or agencies outside the organization unless authorized by the Executive Committee.

## MINNESOTA CONFERENCE UNITED METHODIST WOMEN POLICY PAGE

The Policy Page is closely associated with the Standing Rules that are in harmony with the United Methodist Women National Office Constitution and Bylaws. It defines specific items, such as monetary amounts and customary practices. The Policy Page can be changed by the Conference Executive Committee, without going through the procedure of changing the Standing Rules. References to Article and Section numbers relate directly to the Standing Rules.

## ARTICLE 2 - MEETINGS



Section 2. The other two meetings of the Conference Executive Committee shall be winter and spring (January and April). The reimbursement for food to the local church who is hosting UMW: Breakfast \$3.50; Lunch \$6.50; Coffee & breaks \$2.00; Dinner \$8.00 per day, per person.

#### ARTICLE 3 - FUNDS

Section 5B. A Gift to Mission of \$30 shall be given for those completing a second two-year term in office.

Section ~~5F~~ 5G- A Gift to Mission of \$20 shall be given for serving a partial term.

Section ~~5G~~ 5H- Upon the death of a Conference Officer or District President while in office, a \$50 Gift in Memory shall be given to the UMW National Office.

Section ~~5H~~ 5I- A \$10 Gift to Mission shall be given for each year served, if serving less than 4 years.

Section ~~5I~~ 5J - A \$10 Gift to Mission shall be given for each year served in a non-elected position (appointed position).

Section 6. The Conference ~~may set up a fund within the Administration and Membership Development Fund~~ has an Opportunity Fund not to exceed \$600 to be used by women outside the Conference and District leadership for study and enrichment opportunities.

Section 8. The expense of speakers who are UMW National Organization Directors, Jurisdiction, Conference, and District Officers shall be paid by the inviting unit at the rate of \$.40 per mile.

Section 9. Speakers for the Conference Annual ~~Meeting~~ Gathering shall be allowed expenses and given an honorarium not to exceed \$100 for a presentation.

Section 10. During World Federation of Methodist and Uniting Church Women (WFMUCW), Assembly and Jurisdiction events, meal expense will be reimbursed up to \$20 per day. Lodging will be based on two persons to a room.

#### ARTICLE 4 - EXPENSES OF OFFICERS

Section 4. The Conference shall pay transportation to members of the Conference Executive Committee to required Conference meetings at the rate of \$.40 per mile.

Section ~~5E~~ 5D Meals are provided at the Conference UMW established rate of \$20 per day: ~~Breakfast \$3.50; Lunch \$6.50; Coffee & breaks \$2.00; Dinner \$8.00 per day, per person.~~ when receipts are presented.

Submitted by MN Conference UMW Standing Rules Committee July 15, 2016. Sandra Meyer, chair; Shirley Goutcher, Linda Paulson, Diane Hellie, Patience Gall, Becky Coleman, Rennae Petersen, and Liz Weninger

Accepted at Executive Meeting on August 13, 2017

## CONFERENCE LEADERSHIP TEAM FOR 2017

### ADMINISTRATIVE COMMITTEE

President- Sandy Meyer, Chairperson  
Secretary- Shirley Goutcher  
Treasurer- Teri Arnold  
Chair, Committee on Nominations Faye Christensen  
Program Coordinator- Kim Harris  
One other depending on the emergency

### EXECUTIVE COMMITTEE

President- Sandy Meyer, Chairperson  
Program Coordinator- Kim Harris  
Secretary -Shirley Goutcher  
Treasurer-Teri Arnold  
Chair, Committee on Nominations-Faye Christensen  
Bishop Bruce Ough  
5 District Presidents  
Past President (for first year after completing office)  
World Federation of Methodist and Uniting Church Women residing in the Conference  
National Director residing in the Conference  
Jurisdiction Officers residing in the Conference  
Additional Conference Officers as needed (might include: Mission u Dean, Mission u Assistant Dean ,  
Mission u Business Manager, Resource Manager, Mission Coordinators or a Representative ,  
Communications Coordinator)

### COMMITTEE ON PROGRAM

Program Coordinator- Kim Harris, Chairperson  
President- Sandy Meyer  
Secretary- Shirley Goutcher  
Treasurer-Teri Arnold  
Chair, Committee on Nominations-Faye Christensen  
Resource Manager- Clarice Lien  
Communications Coordinator-  
Technology Coordinator- Amanda Harris  
Additional Conference Officers as needed

### COMMITTEE ON FINANCE

Treasurer-Teri Arnold, Chairperson  
President Sandy Meyer  
Secretary- Shirley Goutcher  
Chair, Committee on Nominations  
Mission u Business Manager

The 5 District Treasurers

Up to 5 additional Conference Officers as needed including Program Coordinator)

~~PUBLICITY COMMITTEE~~

~~SUNSHINE- Ginny Vandervest~~

STANDING RULES COMMITTEE

President-Sandy Meyer, Chairperson

Secretary- Shirley Goutcher

Treasurer-Teri Arnold

Communications Coordinator-

District President-

One Mission Coordinator or other Conference Officer (Linda Paulson-Social Action)

Chair, Committee on Nominations-Faye Christensen

MISSION U COMMITTEE

Dean -Diana Eickelberg,Chairperson

Assistant Dean-Myrna Kuehl

Registrar- Becky Coleman

Assistant Registrar-

Business Manager-Liz Weninger

Additional Conference Officers as needed

MISSION U NOMINATING COMMITTEE

Three persons at large appointed by President

Ginny Vandervest, Chair

Linda Paulson

Kim Harris

Wailana Barker

Chair of Committee on Nominations - Faye Christensen (advisory capacity)

EMMA NORTON DESIGNATED FUND COMMITTEE

District President- ,Chair

District President-

Two additional Conference Officers as selected by Chair of Designated Fund Committee

COMMITTEE ON THE CHARTER FOR RACIAL JUSTICE POLICIES

President-Sandy Meyer, Chairperson

District President-

Minority Representative-Bukola Oriola

Language Coordinator-  
Chair, Committee on Nominations-Faye Christensen

LEGACY COMMITTEE

Becky Coleman, Chairperson

Kim Harris

Sandy Meyer

Virginia Vandervest

Darlene Miller

Gloria Wesloh

Linda Paulson