

## UNITED METHODIST WOMEN

The CONSTITUTION AND BYLAWS of the Minnesota Conference United Methodist Women (UMW) of the United Methodist Church shall be those found in the Constitution and Bylaws of the ~~United Methodist Women~~ UMW - National Office for the quadrennium. Current structures are designed to free up members of ~~United Methodist Women~~ UMW 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 approved ~~October 8, 2016~~ October 7, 2017

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~~ UMW National Office. (All references are to the Conference Constitution and Bylaws of the ~~United Methodist Women~~ UMW - 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~~ UMW through appropriate media; at least thirty (30) days prior to the Annual Gathering. Officers shall be elected at the Annual Gathering for a two-year term to take office January 1 of the following year, alternating as follows:

In even-numbered years:

Treasurer

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/Program Coordinator

Mission Coordinators (*Spiritual Growth and Education and Interpretation*)

~~Secretary of Program Resources~~ Resource Manager

Communications Coordinator

In Odd-numbered years:

President

Secretary

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

Mission Coordinators (*Social Action and Membership Nurture and Outreach*)

~~Additional positions~~

*Recognizing that not all positions may be filled, additional positions can be filled at any time as needed upon approval of the executive committee.*

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~~ UMW National organization to be voted on at the Annual ~~Meeting~~ Gathering 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~~ UMW 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~~ UMW shall be determined by the Executive Committee. The voting body of the Annual ~~Meeting~~ Gathering 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 meetings shall be in conjunction with the Annual Gathering and Mission u.

Section 3. The Finance Committee will meet in April and at Mission u.

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

Section 5. All conference and district officers are required to attend the annual Leadership Development Retreat in the Fall.

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

All district officers are required to attend the Conference Annual ~~Meeting~~ Gathering 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~~ UMW - National ~~Office~~.

Section 2. The Conference shall establish an Administration and Membership Development Fund. (A & MD Fund) This fund is to include monies for both Conference and District ~~United Methodist Women~~ UMW. The percentage of the A & MD Fund ~~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~~ UMW monies are required to be handled 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~~ A & MD Fund's budget. These funds shall be disbursed by district treasurers for district expenses. *The money on the Conference Budget designated for Mission u study leader training shall be sent to the Mission u Business Manager in the first quarter.*

Section 5. From the A & MD Fund ~~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 (SMR). An emerald ~~Special Mission Recognition~~ SMR 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 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~~ SMR 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~~ SMR upon completion of a two-year term in office.
- E. The Business Manager of Mission u shall receive a sapphire ~~Special Mission Recognition~~ SMR 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~~ SMR 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 UMW National Office~~.
- I. A sapphire ~~Special Mission Recognition~~ SMR shall be given to an appointed conference officer, upon the completion of a four-year term.
- J. Gift to Mission shall be given for each year served in a non-elected position to those who are appointed to positions or committees.

Section 6. The Conference has an opportunity fund to be used by women outside the conference and district leadership for study and enrichment opportunities. A subgroup of the Finance Committee which includes the treasurer 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 has not been authorized by the Conference Executive Committee or Administrative Committee.

Section 8. There are no salaries for the ~~United Methodist Women~~ UMW officers- 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-paid at the Conference UMW established rate.

Section 9. Speakers for the Conference Annual 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. The following Conference Officers ~~shall~~ may attend World Federation of Methodist and Uniting Church Women (WFMUCW), ~~United Methodist Women~~ UMW Assembly and Jurisdiction: 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~~ UMW 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. 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 any other pertinent expenses as it relates to the position. Each officer including Mission u Registrar and Assistant Registrar ~~and Technology Coordinator~~ will be allowed two study books for Mission u each year.

Section 2. 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 ½ of mileage and the District pays ½ of the mileage.~~

Section 3. Reservations for lodging and meals for which the Conference pays will not be made for any person who does not 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-expenses~~.

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. Transportation 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.

#### ARTICLE 5 - COMMITTEES

Section 1. The Executive Committee of the Conference unit shall be composed of the President, who serves as Chairperson; Secretary; Treasurer; Chairperson of the Committee on Nominations; ~~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~~ UMW - 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.

The immediate past President shall remain as a Conference UMW Executive Committee advisory member with vote for one year. *Her 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 (4) classes. The Chairperson of the Nominating Committee shall be elected by the Conference and at the time of election have *two (2) or three (3) years remaining on the nominating committee, serving as Chairperson for two (2) 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 (2) others chosen from the Executive Committee. Its duty shall be to bring before the Executive Committee and the Annual ~~Meeting~~ *Gathering* 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 (2) months prior to the Conference Annual Meeting.

Section 4. The Finance Committee of the Conference shall be composed of the Treasurer who serves as chairperson, President, Secretary, the Treasurer of each District, and Business Manager of Mission u. ~~and up to five additional elected or appointed Conference officers as needed.~~

*Section 5. Program planning shall be done by a Committee composed the Program Coordinator as chairperson, President, Secretary, Treasurer, Chairperson of the Committee on Nominations, four (4) mission coordinators, and additional persons as needed.*

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, Secretary, Treasurer, *Spiritual Growth Coordinator, Communications Coordinator Technology Coordinator.* ~~and additional persons as needed.~~

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, minority representation, 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, 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, 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, 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 Gathering.

Section 2. The leaders of Mission u are selected annually by the Executive Committee to serve a maximum of two (2) 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. 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 appointed officers are required to attend ~~one session of~~ Mission u or Mission u Too with their way being paid ~~from~~ by Conference or Mission u funds.

All elected District officers are required to attend ~~one session of~~ Mission u or Mission u Too 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 UMW, World Federation of Methodist and Uniting Church Women (WFMUCW)~~ , 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 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 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~~ ~~UMW 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 5G. A Gift to Mission of \$20 shall be given for serving a partial term.

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

Section 5I. A Gift to Mission of \$10 shall be given for each year served, if serving less than four (4) years.

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

Section 6. The Conference 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 *travel* 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 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 5D. Meals are provided at the Conference UMW established rate of \$20 per day when receipts are presented.

Submitted by MN Conference UMW Standing Rules Committee July 13, 2017. Sandra Meyer, chair; Shirley Goutcher, Teri Arnold, Diana Eickelberg, and Sandra Adelmund.

#### CONFERENCE LEADERSHIP TEAM FOR 2017 2018

*Please refer to contact information in the appropriate section of this directory.*

#### ADMINISTRATIVE COMMITTEE

~~President Sandy Meyer, Chairperson 952-270-1157~~  
~~Kim Harris-Program Chair~~  
~~Faye Christensen-Chair, Committee on Nominations~~  
~~Shirley Goutcher-Secretary~~  
~~Teri Arnold-Treasurer~~  
Secretary ~~Shirley Goutcher~~  
Treasurer ~~Teri Arnold~~  
One other depending on the emergency

#### EXECUTIVE COMMITTEE

~~Sandy Meyer President , Chairperson 952-270-1157~~  
~~Kim Harris Program Chair~~  
~~Shirley Goutcher Secretary~~  
~~Linda Kotschevar~~  
~~Faye Christensen Chair, Committee on Nominations~~  
~~Theresa Riecke~~  
~~Audrey Asp~~  
~~Teri Arnold-Treasurer~~  
~~Wailana Barker~~  
~~Cindy Saufferer~~  
Bishop ~~Bruce Ough~~  
~~Sandy Meyer~~  
~~Linda Brinster~~  
Resource Manager  
Communications Coordinator  
Technology Coordinator  
Mission u Dean  
Mission u Assistant Dean  
Mission u Registrar  
Mission u Business Manager  
5 District Presidents  
4 Mission Coordinators  
Past President (for first year after completing office)

*Jurisdictional Officers (Theresa Riecke)  
National Director (Cindy Saufferer)*

**COMMITTEE ON PROGRAM**

~~Kim Harris~~ Program Coordinator, Chairperson     ~~763-300-5258~~  
President ~~Sandy Meyer~~  
Secretary ~~Shirley Goutcher~~  
~~Jennifer Hipple~~  
~~Amanda Harris~~  
~~Faye Christensen~~  
~~Teri Arnold~~ Treasurer  
Chair, Committee on Nominations  
~~Clarice Lien~~ Resource Manager  
Communications Coordinator  
Technology Coordinator  
4 Mission Coordinators

**COMMITTEE ON FINANCE**

~~Teri Arnold~~ Treasurer, Chairperson - ~~507-273-3812~~  
~~Sandy Meyer~~ President  
~~Shirley Goutcher~~ Secretary  
~~Liz Weninger~~ Mission u Business Manager  
~~Julie Hanson~~  
~~Berneda Hawkinson~~  
~~Kim Harris~~ Program Coordinator  
~~Faye Christensen~~ Chair, Committee on Nominations  
~~Diane Publitz~~  
~~Linda Straub~~  
~~Helen Eslinger~~  
The 5 District Treasurers  
Communications Coordinator

~~COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH~~

~~Melinda Kohrt, Chairperson 952-934-9325~~  
~~The 5 District Membership Nurture and Outreach~~

**STANDING RULES COMMITTEE**

~~Sandy Meyer~~ President Chairperson ~~952-270-1157~~  
~~Shirley Goutcher~~ Secretary  
~~Jennifer Hipple~~ Communications Coordinator  
~~Faye Christensen~~ Chair, Committee on Nominations  
~~Teri Arnold~~ Treasurer  
~~Linda Paulson~~  
Mission u Dean  
One Mission Coordinator (2018 Spritual Growth )  
District President ~~TBA~~ (2018 Twin Cities)

#### MISSION U COMMITTEE

~~Diana Eickelberg~~ Dean, Chairperson  
~~Clarice Lien~~ Resource Manager  
~~Myrna Kuehl~~ Assistant Dean  
~~Kim Harris~~ Program Chair  
~~Teri Arnold~~ Treasurer  
~~Liz Weninger~~ Mission u Business Manager  
~~Ginny Vandervest~~  
~~Dawn Bushnell~~ Assistant Registrar  
~~Sandy Meyer~~ President  
~~Shirley Goutcher~~ Secretary  
~~Becky Coleman~~ Registrar  
~~Linda Paulson~~  
~~Faye Christensen~~ Chair, Committee on Nominations  
~~Wailana Barker~~  
Technology Coordinator  
Spiritual Growth Mission Coordinator

#### MISSION U NOMINATING COMMITTEE

Kim Harris (Program Coordinator) , Chair  
~~Clarice Lien~~, Chair 612-866-9719  
~~Linda Paulson~~  
~~Ginny Vandervest~~, Chair 651-437-7614  
Faye Christensen (Chair, Committee on Nominations)  
Wailana Barker (RV President)  
Amanda Harris (Technology Coordinator)

#### EMMA NORTON DESIGNATED FUND COMMITTEE

District President as chair-Linda Brinster (NS)  
~~Linda Paulson~~  
A Second District President-Wailana Barker (RV)  
Two additional Conference Team Members as selected by chair :  
Kim Harris (Program Coordinator)  
Amanda Harris (Technology Coordinator)

#### COMMITTEE ON THE CHARTER FOR RACIAL JUSTICE POLICIES

~~Sandy Meyer~~ President, Chairperson 952-270-1157  
~~Linda Paulson~~  
Minority Representative-Bukola Oriola 763-516-4359  
1628 County Hwy 10 #210 Spring Lake Park, MN 55432 charterjmnw@gmail.com  
Language Coordinator -  
~~Faye Christensen~~ Chair, Committee on Nominations  
District President(s) -Linda Kotschevar (BW) and Sandra Adelmund (TC)  
National Director

LEGACY COMMITTEE

Becky Coleman, Chairperson 612-724-4817

Kim Harris 763-300-5258

Sandy Meyer 952-270-1157

Darlene Miller 507-529-0574

~~Linda Paulson~~

~~Clarice Lien~~

Ginny Vandervest 651-437-7614

Kim Harris 763-300-5258